

ST AUGUSTINE'S CHURCH AND COMMUNITY CENTRE

TERMS AND CONDITIONS OF HIRE

St Augustine's Church and Community Centre is in Richmond Road CB4. Those living in the area are welcome and encouraged to use the facilities for community or private events. A short brochure is available at the church or on request giving details of the facilities available, as does our web site <https://stas.org.uk/>. Our building and facilities have been extended and improved recently, and further changes will be undertaken as and when resources permit.

Bookings

E-mail: bookstaugustines@churchatcastle or contact Richard Footitt (01223 364929). Hall availability can be found on our web site at <https://stas.org.uk/>.

It is the responsibility of every adult on the premises to look out for unsafe items and correct them, or report them in the Hazard Book so that action can be taken. Please bear in mind that small inquisitive children use the building. In particular time is required to stack chairs and tables tidily and safely. The Hazard Book is kept in the main kitchen with the First Aid Kit.

In the event of fire, there are 2 fire exits from the building. Please acquaint yourself with these. These doors can all be opened from the inside without using a key. But once opened, they need to be locked from the outside on leaving the building. The main door and the external doors from the main kitchen and from the Oxford Room (Old Vestry) can also be opened from inside (keys held in key boxes adjacent to the doors). Please check all doors on leaving, and if you are unable to lock one then please notify one of us as quickly as possible.

All electrical appliances are regularly checked and tested. If you bring any electrical item with you please take it away when you leave. Please do not store it in a cupboard unless it is marked and checked.

On leaving the building, please ensure that all appliances, lights, urns, water taps and the microwave are switched off. The timers on the gas heaters will ensure that the heating switches off in due course – please do not try to turn the clocks backwards. Shut all windows, and check all outer exits are secure. Please do not assume that there are others in the building who will check these matters. Groups finish at different times, and may have left before you without securing outer doors etc.

The First Aid Kit is in a well-marked cupboard in the Main Kitchen. It only has the minimum of items to tide over until home or hospital is reached. There are regulation Blue Plasters for anyone cutting themselves whilst preparing food. Any significant

accident that might possibly lead to an insurance claim, a death or highlight a hazard, should be entered into the Accidents Book.

Policies on Child Protection and other Issues

Copies of the policies in force at St Augustine's in respect of child protection, vulnerable adults, equal opportunities, the environment, and health and safety are on the church's web site and available in paper form in a folder alongside the First Aid Kit and Accident Book. A new policy on Lettings has been added to these. It is important that you read them and understand your and our responsibilities and intentions.

Each user is required to comply with the law on child protection and other legislation where relevant. We will require a copy of the user's policy document where necessary, for example where children are involved without the presence of parents.

Insurance

All those using the building need to ensure that they have adequate insurance cover. In the case of private parties, your Home Insurance policy should be sufficient, but in the case of any group activity or event then you will need to make your own insurance arrangements. In a very limited number of cases where a small group activity involves little risk, it should be possible to include that group on the church's policy for a small sum.

Payment of Rent

Regular users: payment of the hire charge normally within 30 days of receipt of the invoice.

Occasional Users: Payment at the time of making the booking together with a small returnable deposit. Payments are normally reimbursed where a booking is cancelled 14 days or more in advance. Cancellations made within 14 days of the event are unlikely to lead to reimbursement. The deposit is required not to secure the booking, but to provide a small sum should additional expenses be required to repair unreported damaged items or to arrange additional cleaning, for example (but see below).

Damage

The cost of repairing or replacing any damage to the building, fittings and furnishings is the responsibility of the user.

Interruptions to Use

The church reserves the right to gain access to the building at any time. Due notice will be given for major works or repairs. Builders or decorators may be working on site whilst an activity is underway but every effort will be made to avoid any disruption, and notice will be given in all but exceptional cases. From time to time, the church may require the building for a baptism, wedding or funeral, and users may be asked to cancel or postpone an activity for the duration of the service. Similarly, the main hall is usually required by the City Council for national or local elections each year: these are normally held on Thursdays so those using the building at these times may need to make alternative arrangements as and when elections are called.

State of the Facilities

There is no full time caretaker, although the building is cleaned regularly. The good state of the facilities is therefore maintained by the different users. Please allow sufficient time at the beginning and end of your activity to clean up the room(s) you have used, to stack the chairs and tables etc. safely and tidily. This ensures that the Hall is kept welcoming and safe for the next user. All equipment and items brought by users should be removed from the building once the activity is over, unless by prior agreement when booking the Hall.

Parking and Neighbours

St Augustine's is sited in a predominantly residential area, and those hiring the facilities are responsible for ensuring that noise and disruption to neighbours are minimised, especially late at night. There is no car park at the premises, but parking is currently unrestricted on the road and in immediately adjacent streets. However, those hiring the facilities are strongly advised to suggest to group members or guests that they walk or cycle to and from the centre. If the use of a car is essential, then please park with care and attention, avoiding blocking drives or access routes, and, if waiting to pick up children or others, please shut off car engines. These are simple measures designed to reduce inconvenience to neighbours and other users of the centre.

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