

# **Chenies Baptist Church**

## **Guidance and Terms & Conditions for those using the church halls**

### **Use of the halls**

1. We hope we can accommodate your use of the halls at Chenies Baptist Church. Please carefully read these notes and apply for use. We will get back to you to let you know whether we are able to accommodate you.
2. Attendees of the function should only use the part of the building that has been booked. In particular, the special nature of the chapel and the graveyard must be respected.
3. Please book *for the entire time you need to be on the premises, including setting up and clearing away*. Other people may have booked for the period before or after your event and will require access. Cancellations should be received at least a week in advance or the booking will be chargeable.
4. Chenies Baptist Church reserves the right to change bookings for church usage.

### **Donations**

5. As a church we don't formally charge for use of the halls. However, a donation is much appreciated to help us with the running costs (such as heating, electricity and general maintenance). A guideline donation is suggested at £15.00 per hour for the church rooms.

### **Security**

6. It is the responsibility of those using the halls to obtain the key and to keep the key secure until it is returned.
7. The hirer must ensure that **all** doors and windows are securely locked and lights switched off.
8. Cars are parked at owners' risk. We recommend that owners are warned to take every precaution against theft.
9. Please ensure that the gates of the car park are shut and secured on leaving the premises.

### **Insurance**

10. If you wish to bring any equipment onto the site you need to ensure that you have proper insurance to cover its use e.g. bouncy castles or any other potentially dangerous activities. Please ensure that any church equipment that is used is properly supervised. If you are using potentially dangerous equipment please confirm in writing that you have organised your own insurance for this.

### **Compliance with health & safety and other legislation**

11. All matters of health and safety for anyone attending the function are the responsibility of those organising it, and not of the church. In particular please note the dangers to children of leaning gravestones, a busy road, and the pond in the car park.
12. All users of the hall must comply with the following:

- Children must not be allowed in the chapel, (*except for corporate worship*) and must be supervised at all times
- Children must not be allowed in the kitchen.
- Those using the halls are responsible for complying with any other relevant legislation such as child protection or food hygiene requirements.
- We operate a smoke-free building and alcohol may not be consumed in the building or grounds.

### **Accidents**

13. Please note that hirers are responsible for any accident or injury arising out of any activity for which they have booked the premises. It is the responsibility of the hirer to ensure that the premises are safe for the purposes for which they intend to use them.
14. In the event of an accident occurring you will need to complete details of any such accident or incident which did or could give rise to injury. This should be done as soon as possible after the accident or incident but in any case before the premises are vacated by the hirers after the event.
15. An accident book is provided for this purpose and it is located inside the First Aid Kit on the trolley in the corner of the Quiet Room. The Quiet Room is situated opposite the door to the kitchen. Please complete all the details requested in the book and email or phone the person through whom you booked the hall within 24 hours.

### **Damage**

16. Please report any damage to the church building, equipment or fittings as soon as possible. Hirers are expected to make good any damage or loss that is not due to normal wear and tear.

### **General**

17. Keyboard, drums and the sound system in the church can only be used if prior arrangements have been made.
18. Please do not adjust the heating system. This is pre-programmed for the week and any alteration of the switches may mean the heating comes on when the church is empty or fails to come on when other users need it.
19. Cleaning equipment is in the extreme left hand cupboard on the car park side of the School Room; the key is kept on a hook to the left of the door behind the curtain. Please use the vacuum cleaner and ensure the halls are left in a clean state for those who will use the rooms next.
20. Please do not use Blu Tack or Sellotape on the walls and doors.

If you have any questions,  
 Contact: Liz Cookson  
 Phone: 07913 566338  
 Email: [bookings@cheniesbaptist.co.uk](mailto:bookings@cheniesbaptist.co.uk)

OR

to book the School Room, Sun Room or Chess Room, fill out the Booking Form "Application to use church rooms at Chenies Baptist Church" and post to "Hall Bookings, fao Angelina, Chenies Baptist Church, Chenies, Herts WD3 6ED"