

## **Chryston Parish Church**

### **Guidance on Hall lets**

#### **Using our Halls**

The following document sets out the guidance in relation to the letting of the Church premises of Chryston Parish Church of Scotland.

The premises include the Church building, the Upper and Lower Halls.

This document is intended as a summary guide. Full details of the terms and conditions of let are contained within the Contract for the Use of Premises.

Lettings will not interfere unduly with Church life. They will not normally be accepted if the premises are already booked for a Church event.

Out of respect to other users and our neighbours surrounding the premises, we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises, and when leaving the premises.

#### **Charges**

if you are using our Church buildings to provide a class or service, for which you charge a fee, we will normally charge for the use of the premises. However, charges may be waived or reduced in exceptional circumstances.

Charges will be set at a reasonable rate, below full commercial value, consistent with covering costs and providing a contribution to maintenance costs. A notice of our Hall Let Charges, and Hiring Agreement, are attached. Payment of all Hall Lets should be paid at time of booking, or for weekly/monthly Lets at a time agreed with the Church Office.

The schedule of Charges will be reviewed on an annual basis.

A 50% discount will apply to Church members in relation to the hiring of the Halls & Rooms, however, if the Church member is providing a class or service for which they intend to charge a Fee, we ask that our full rental charges be adhered too, and paid accordingly.

The Church Office reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of the Church Office cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.

#### **Access and Security**

Any letting of the premises will require a responsible person to be present at the beginning and end of the letting period on each occasion that a letting is to take place to check that the facilities are in order. The premises must not be left unattended during the period of the booking.

It is the Hirer's responsibility to ensure that all fire doors and windows are closed, all doors locked and all lights switched off (including the toilets) at the end of the letting period.

### **Health and Safety**

Whilst Chryston Parish Church take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire, including the presence of a suitably qualified First Aider if necessary. First Aid boxes are located as follows:

Lower Hall – Kitchen

Upper Hall – Kitchen

Church Building – Foyer, Church Office

Any accident involving personal injury must be reported to the Church Office. The Hirer will be responsible for ensuring that Security, and Health and Safety requirements are met. Having been shown the exits, and firefighting equipment, it is the Hirer's responsibility to have an escape plan in the event of a fire, and to share this with their classes' \ clients.

There are no public telephones in the premises, therefore the Hirer must ensure that he/she has access to a mobile telephone in case of emergencies.

Any portable electrical appliance or device brought in from elsewhere and used on the premises must have an up-to-date safety certificate which must be made available for inspection upon request.

The Hirer is not permitted to bring in supplementary heating appliances.

### **General**

A strict **No Smoking Policy** applies to all rooms (including toilets) in all the premises. The premises are fitted with smoke alarms, which will be activated by cigarette smoke.

Alcohol cannot be consumed or sold in the building. The Hirer is not permitted to apply for Occasional Licences for the sale of intoxicating liquor in the building.

Only guide dogs are permitted inside the building.

No adhesive or fixing material may be used which may damage the fabric of the premises.

All rubbish must be taken from the premises by the Hirer and must be deposited in the outside refuse bins. No food or drink must be deposited on the ground outside the premises or in the car park.