

ROSEBERY ROAD METHODIST CHURCH HIRE AGREEMENT – REGULAR HIRERS

HIRER DETAILS

Name:

Address:

.....

Contact number:

Organisation/Group:

FACILITY REQUIRED (please tick)

Lecture Room	<input type="checkbox"/>	Calvert Hall	<input type="checkbox"/>
		Excludes use of oven in kitchen	
Room 6	<input type="checkbox"/>	Side rooms/Offices	<input type="checkbox"/>

DATES/DAYS OF USE

TIME From To

TYPE OF FUNCTION/ACTIVITY

Your attention is drawn to the attached conditions of hire. Please read these before signing the declaration below.

You are advised to take out insurance in respect of your organisation's activities, to protect those who attend your events. **If hiring equipment for your events, please check operator's insurance details.**

You must familiarise yourselves with the action to be taken in the event of an emergency – see **Annex A**. Details are also displayed on notice boards.

You must provide your own first aid equipment but there is also a defibrillator located in the vestry foyer should this be needed in an emergency. **See Annex B.**

NO PART OF THE PREMISES IS LICENSED FOR THE SALE OR CONSUMPTION OF ALCOHOL.

THE WHOLE OF THE PREMISES IS NO SMOKING.

IF YOU HAVE ANY PROBLEMS DURING YOUR HIRE, PLEASE RECORD THESE IN THE LOGBOOK IN THE CALVERT HALL FOYER OR THE LECTURE ROOM.

AGREEMENTS FOR LONG-TERM HIRE OF THE PREMISES WILL BE REVIEWED ANNUALLY AND RENEWED AS APPROPRIATE.

PLEASE SIGN THE DECLARATION

I wish to hire the above facilities as indicated, and I agree to abide by the conditions of hire, which I have read.

Signed: Date:

ROSEBERY ROAD METHODIST CHURCH

CONDITIONS OF HIRE

1. RESPONSIBILITIES

As a hirer of these premises you are responsible for:

1. ensuring that a responsible person remains on the premises for the duration of your hire/event;
2. turning off all lights, taps, portable heaters and any other non-essential equipment before leaving the premises;
3. closing all windows and doors when leaving the premises;
4. ensuring that the premises are securely locked when leaving;
5. leaving the premises in a clean and tidy condition, including clearing up of litter and waste materials;
6. taking home any waste generated by your activities if the Church wheelie bins are full;
7. storing equipment in a way that does not present a risk to other users;
8. clearing up promptly any spillages which could cause a slipping hazard;
9. payment for any damage which occurs whilst your organisation is on the premises, as a result of your activities or of misbehaviour by persons attending them, or as a result of neglect of 2, 3 or 4 above;
10. ensuring that emergency procedures are understood (**see Annex A**)
11. ensuring that emergency exit routes are kept clear;
12. ensuring that all persons attending your event(s) behave in an acceptable manner;
13. designating a person(s) to be responsible for co-ordinating emergency action in the event that this is required;
14. enforcing the no-smoking policy within the building – anyone who wishes to smoke must do so outside;
15. ensuring that cars are not parked so as to obstruct emergency access to the premises;
16. showing consideration for our neighbours when parking, and in general whilst you are using the church premises;
17. carrying out risk assessments for your organisation's activities, and putting in place effective measures to control any risks identified.

2. COMPLIANCE WITH HIRE AGREEMENT

You must not use the premises for purposes other than those stated on the hire agreement, and you must not bring onto the premises anything which might cause harm to any person or the premises, or compromise any insurance policies.

3. INSURANCE

You are advised to take out insurance in respect of your organisation's activities and equipment, to protect those who attend your events and to cover your liability to Rosebery Road Methodist Church as hirers of their premises. If you hire equipment for your events, you should check the supplier's insurance details.

4. LIABILITY

Rosebery Road Methodist Church shall not be liable for any injury (including injury resulting in death) or damage or loss of property which shall or may occur to, or be sustained by, any member of the hirer's organisation whilst on the premises (except injury or damage as may occur by reason of the neglect of Rosebery Road Methodist Church representatives or agents). The hirer shall indemnify Rosebery Road Methodist Church against all action, proceedings, costs, damages and expenses in respect of injury to persons and damage to or loss of property which may arise from the activities of the hirer's organisation.

5. PAYMENT ARRANGEMENTS

As agreed with Rosebery Road Treasurer.

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6. PROPERTY

Rosebery Road Methodist Church accepts no responsibility for any goods, equipment, property, etc. which is used on, left on, or stored at the premises by your organisation. You must obtain permission from Rosebery Road representative(s) for any items you propose to store on the premises.

7. CHILDREN AND YOUNG PERSONS

Any parents who bring their children onto the premises will be held responsible for the children's behaviour, safety and welfare.

Functions organised for children or young persons under 18 years of age must be supervised by responsible adults at all times.

You should familiarise yourself with the Methodist Church 'Safeguarding of Young Persons and Vulnerable Adults' policy (please ask for details if appropriate).

8. FIRST AID

You must provide your own first aid equipment and also your own qualified first aiders or appointed persons where considered necessary in the light of the activity being undertaken.

A defibrillator is located in the vestry foyer. **See Annex B.**

9. ALCOHOL

No part of the premises is licensed for the sale or consumption of alcohol.

10. SMOKING

The whole of the premises is no smoking. You will be held responsible for anyone in your organisation found smoking whilst they are on the premises.

11. ENTERTAINMENT

Rosebery Road Methodist Church premises are not licensed for public entertainment, nor are they covered by an open television licence.

12. FOOD AND DRINK

Where food and/or drink is prepared or served, you must ensure that this is done in a way which complies with current food hygiene and safety legislation. Food hygiene posters are displayed in kitchen areas for information. **You may not use the oven in the kitchen.**

You must undertake to empty, clean and put away all crockery, cutlery and utensils in their proper places. Any breakages should be reported to the Treasurer.

13. FIRE REGULATIONS

All hirers have a legal duty to be aware of the fire regulations relating to the premises hired; to know what to do in the event of an emergency; and to ensure that all who attend the event or function are similarly aware. **See Annex A.**

14. ELECTRICAL SAFETY

You must obtain permission from the Property Steward for any electrical items which you propose to bring onto the premises for use during events/functions. You are responsible for ensuring that such electrical items, including plugs and leads, are in good condition, and that sockets are not overloaded. Evidence of Portable Appliance Testing (PAT) should be provided if you have it.

15. SAFE HANDLING

If you set up and clear furniture and equipment in the areas used by your organisation you should ensure that good lifting and handling techniques are used. You should not attempt to move without help any loads which are too heavy for one person. Trolleys are provided for the moving of chairs.

If you move furniture out of the room(s) you use, please return it at the end of your hire.

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16. ACCIDENTS

If an accident or near-miss occurs while you are on the premises, and someone is – or could have been – hurt, you should report this to the Property Steward so that it can be recorded in the Church accident book, as well as recording it in your own organisation's accident book if you have one.

17. ISSUE OF KEYS

If your organisation has been given keys so that you can let yourself into the building, the nominated key holder must sign an acknowledgement form, which will be provided by the Property Steward. You must not have any other keys cut from those you have been given, and must notify the Property Steward if the key holder details change.

ROSEBERY ROAD METHODIST CHURCH ANNEX A

EMERGENCY ACTION PLAN FOR HIRERS

As a hirer of these premises you have legal duties with regard to the safety of the people who attend the meetings and events of your group or organisation.

You should make sure that you know:

- what to do if there is a fire
 - how to warn people
 - how to evacuate people safely
 - arrangements for contacting the emergency services
- the emergency escape routes from the premises (bearing in mind that there are some which you would not normally use, but might need to in an emergency)
- the safe place outside the building where people should assemble following an evacuation, so that you can check that everyone is accounted for

You need to decide for your own group or organisation:

- who will be responsible for specific actions, such as contacting the emergency services, checking all rooms and toilets to make sure that no-one is left on the premises, etc.
- how you will make sure that any people with disabilities are helped from the premises
- how you will deal with people, especially children, once they have left the premises

Everyone who attends your meetings and events should be made aware:

- that there is no smoking allowed anywhere on the premises
- how the alarm will be raised if a fire is discovered
- who will take charge in the event of an emergency
- where the emergency exits are
- where to assemble once they have left the building
- that, in the event of an emergency, they should not stop to collect their belongings but should leave immediately

When your group or organisation is using the premises, you are responsible for ensuring that:

- all escape routes and exits are kept clear
- the no smoking policy is obeyed
- no naked flames are started (unless authorised and controlled, e.g. candles)

ROSEBERY ROAD METHODIST CHURCH ANNEX B

DEFIBRILLATOR INFORMATION

We have had a defibrillator installed on the church premises. It is located in the vestry foyer.

Your key to the Calvert Hall will also unlock the connecting door at the end of the toilet corridor, so you can access the machine should the need arise.

The machine is fully-automated and will tell you what to do. Once you have attached the pads to the casualty, the machine will do everything else – you will not be asked to press a button to administer the shock if one is required.

When you unzip the case you will find a bag of kit as well as the machine itself. This kit comprises:

- scissors to cut off clothing to expose the whole of the chest area;
- a razor to shave hair from the area where the pads need to be placed, if necessary;
- alcohol wipes to clean the area where the pads are to be attached;
- dry-wipes to dry the area after using the alcohol wipes;
- a pair of nitrile (non-latex) gloves to wear while dealing with the casualty;
- a face mask to use when giving rescue breaths/CPR breaths, so that you don't come into contact with the casualty.

If you do not know how to give CPR the machine will give you some guidance. If the casualty has been sick, you might not wish to give rescue breaths, but you should still be able to do the chest compressions.

The machine will be monitored monthly to ensure that it remains fit for purpose.