



GUIDELINES FOR HIRING AND USE OF PREMISES AT ALL SAINTS' CHURCH DEDWORTH

We warmly welcome you to our church family and thank you for using our church and community centre. We hope you have an enjoyable experience and encourage you to take advantage of our café during your stay.

Room rates: The rate for the hire of your rooms is £..... per room per hour.

Access: The rooms are available as booked. However, as this is a community church there will occasionally be times e.g. for funerals, school and other special services when we will have to cancel/postpone your booking or change your room. We will aim to notify you in advance. Please ensure you have left all necessary contact details with us. If for any reason, you cannot attend a session which has been booked, please contact the church warden bookings officer. Normally, the rooms will be available 15 minutes before your session and the heating will be on. If the building is locked when you arrive, please phone 01753 290786 (general) or 07376 486023 (churchwarden). In the event you are given a key to enter the church, the group representative will need to give his/her full contact details and to return the key promptly.

Leaving the building: Please enquire how the building should be left in terms of lights and locking up and follow the instructions agreed for your letting.

Parking: Parking on-site is limited. Please do not block in other users. There are many surrounding streets with free parking as an alternative.

Room Hire Charter: To maintain a high standard of safety, cleanliness and tidiness in the building we have a charter for all hirers of our premises. A completed and signed Room Hire Agreement form will be taken as your acceptance of these conditions and your commitment to adhere to them.

- The kitchen, cafe and all rooms you have used should be left clean and tidy.
- A small amount of rubbish can be put in the church bins in the kitchen and the café or in the bins outside, facing the Dedworth Road. *If you have a large amount of rubbish, please take this away with you.*
- If you are doing messy play/activities please provide your own towels and protective coverings, rather than using those belonging to the church.
- *Please wipe down all tables after use.* Wipes can be found in the kitchen.
- Any furniture and equipment that is used or moved should be returned to where it was found.
- All left over crafts and food items should be removed or disposed of before you leave.
- Please inform us if you will be using electrical and/or large play equipment.
- All your own equipment must be removed after your session.



Premises Hire Agreement

- Equipment belonging to the church should only be used with consent and by prior arrangement.
- Please make sure all your electrical equipment is PAT tested. Do not use any electrical equipment that has not been PAT tested within the last year (a label from an electrically competent person indicates this). PAT testing labels will be checked before hiring is agreed.
- Any damage to the Church electrical system due to the use of non-PAT tested equipment will be repaired and the cost passed to the hirer.
- Please inform the church warden of any breakages, damages or faulty equipment.
- Please respect other users of the building in the café, in other rooms and in services and prayer meetings.
- Please respect our neighbours and leave the building and car park quietly.
- The church and its rooms are “Smoke Free” areas. Smoking is not allowed on the premises. “Smokers’ Corner” is in the car park.

HEALTH AND SAFETY

Accidents

You are responsible for any accident or injury arising out of the activity for which you have booked the premises. You are required to take all reasonable steps to prevent injury, illness, loss or damage occurring and It is your responsibility to ensure that the premises and any equipment used are safe for the purpose for which you intend to use them. You must have adequate insurance cover for this purpose. You are required to complete details of any accident or incident occurring during your occupation of the premises which gives rise to injury, as soon as possible and *before you leave the premises*. An Accident Book is provided for this purpose and is kept under the counter in the café. All accidents and incidents must also be reported to the Church Warden via email at contact@allsaintschurchededworth.co.uk within 24 hours.

Fire

a) The hirer acknowledges that they have received information about and instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Service and evacuating the hall;
- The location and use of fire equipment, including a diagram of location of fire equipment.
- Escape routes and the need to keep them clear.
- The importance of closing all fire doors at the time of a fire.



Premises Hire Agreement

- (b) The hirer agrees to check the following items in advance of an event
- that all fire exits are unlocked.
 - that fire doors are not wedged open. Fire doors should be closed at all times when not in use and not left open, even during room use.
 - that all escape routes are free of obstruction and can be safely used.
 - that exit signs are visible.
 - that there is no obvious fire hazard on the premises.
- c) The hirer agrees to call The Fire Service to any outbreak of fire, however slight, and to pass details to Church Warden.

SAFEGUARDING

The PCC and congregation of All Saints' Church, Dedworth, are committed to the safeguarding and protection of children, young people and vulnerable adults. It is the responsibility of each one of us to prevent physical, sexual and emotional abuse of any person and to respond quickly and appropriately when this occurs. All those hiring and/or using our premises must be willing to comply with our safeguarding policy, a copy of which is available to view in our Parish Safeguarding Handbook, in the foyer of the church and on our website. Your booking agreement is conditional upon you complying with this policy.

In particular this means that the hirer:

- will comply with our Code of Conduct for working with children, young people or vulnerable adults;
- will recruit safely all paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- will always have at least two leaders over the age of 18 years in any group of children, young people or vulnerable adults, no matter how small the group;
- will allow no person under the age of 18 years to be left in charge of any group;
- will leave no child or group of children or young people unattended at any time;



Premises Hire Agreement

- will keep securely a register of children, young people or vulnerable adults attending the activity. This will include details of their name, date of birth and next of kin and contact details of parent/guardian/carer;
- will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
 - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it;
 - (b) any known offenders against children or vulnerable adults seeking to join your membership and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Church Wardens for All Saints’ Church, Dedworth are:

Andrew Giles (mob. 07376486023)

Sue Morgan (mob.07752479624)

The Parish Safeguarding Officer is

Jackie Wiggins (07952807107)

Contact them at contact@allsaintschurchededworth.co.uk

Declaration

I agree to abide by the appropriate Health & Safety, Safeguarding and Room Hire Charter procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed

Designation

Organisation Date

Please sign two copies, one to be retained by the church, and one by the hirer.

Adapted from C of E Model Safeguarding Hire of Church Premises Agreement



PREMISES HIRE AGREEMENT

CONTACT DETAILS

Organisation Name	
Contact Name	
Contact Address	
Contact main tel no.	
Contact alternative tel no.	
Email address	
Billing address (if different)	

ROOM REQUIREMENTS – Porch, Church, Chapel, Café, Other

Date(s) of hire	Preferred room(s) if known	Hire start time*	Hire finish time*

*Times of hire must include set up and clearing up time. The premises will not be opened prior to the start time. Over-run time may inconvenience others and may incur additional penalty charges.

Activity start time		Activity finish time	
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Nature of event (e.g. club meeting, disco, etc.)	Estimated number of people attending
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Other requirements (please list any)

Will all children under the age of 16 be accompanied by a parent/guardian?

Will a charge be made for admission? -----

Will kitchen facilities be required (there may be a small extra charge)? -----

Are you intending to prepare and/or serve food as well as tea and coffee?.....



Premises Hire Agreement

Will you need sound, lighting or visual aid equipment?.....

(This equipment may be hired subject to an operator from the church being available
Separate arrangements will be required and there is an additional fee. Details on
application.)

Are you seeking frequent or regular use arrangements?

(e.g. monthly, 10 sessions, etc)

Agreed cost per session _____

Payment by BACS:

HSBC Bank plc

Sort Code 40-47-37

Account No 51194771

Booking reference (please specify) _____

Payment by Cheque

Made payable to All Saints Dedworth Church, please send to address below, for the
attention of the Churchwarden.

Confirmation of Hire Request

I/we have received a copy of the Room Hire Guidelines including the fire safety,
insurance and safeguarding procedures, and apply to hire the premises as shown
above.

Signed : (Group leader) _____ Date :

Signed : (Churchwarden) _____ Date :

Completed forms should be returned to :

Churchwarden, All Saints' Church Dedworth, Dedworth Road, Windsor, SL4 4JW.

Telephone Tel: 07376 486023 or contact@allsaintschurchededworth.co.uk