

SHIPLEY BAPTIST CHURCH

The church at the centre

Terms of use for the Church buildings 2018

Glossary:

“The church”: means Shipley Baptist Church, New Kirkgate, Shipley, Bradford.

“The User” means the person or group making the booking of the church premises.

“Car Park door” means the door on the lower level that exits into the SBC Car Park

1. The User agrees to make a donation to the church in return for the use of the church premises of the amount which is requested by the church or agreed in advance with the church.
2. Payment must be received in full on or before the date of the booking, unless alternative arrangements have been agreed.
3. In the event of cancellation, 48 hours notice is required.
4. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church’s responsibility for the general maintenance of the accommodation. The User should make their own arrangements for adequate **public liability insurance** in respect of their activities and will keep indemnified against any claims for which the church is not responsible.
5. The accommodation may only be used for the purpose and period agreed with the church in advance of use. The sale of alcohol is not permitted.
6. The User will comply with the provisions of the church’s Health and Safety policy (a copy of which is on the church web site) except in so far as the Fire Safety conditions, where the User will keep a register of those people on the premises for which the User is responsible and in the event of the Fire Alarm sounding will evacuate the User’s group via the nearest safe fire exit and assemble in the Municipal Car Park, Saville Car Park at Cross Rosse Street. The User will account to the SBC Fire Officer and the West Yorkshire Fire and Rescue for their own group. The User is not required to check the premises for other occupants.
7. The User will ensure that all those using the accommodation are aware of the appropriate safety procedures, the position of the nearest Emergency Exits and the appropriate action to take should the Fire Alarm sound.
8. If the User plans an event involving the presence of more than 120 people on the premises, the User must provide stewards to control each appropriate Fire Exit for the area of the premises being used. The stewards must be trained and be

identifiable by wearing high viz jackets (the church can lend these to the User as necessary).

9. Where premises are to be used by children, or vulnerable adults, the User agrees to comply with the Government guidelines set out in the document 'Safe from Harm'. Under 18s and vulnerable adults must be supervised by adults appointed by the User at all times and are not permitted use of the building on their own.
10. The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures, fittings or equipment which is occasioned in whatever way by the use of the accommodation. The User has a responsibility to notify the church of any damage, breakage or defect to the accommodation, furniture or other equipment in the accommodation.
11. The accommodation must be left in a clean and tidy condition and the floor vacuumed where necessary with all furniture and equipment in the same position as at the commencement of use or in the position agreed in advance with the church.
12. All kitchen equipment must be washed up and put away in the correct location and the kitchen left clean and tidy.
13. If the User is preparing food in the kitchen it is the responsibility of the User to ensure the appropriate Food Hygiene regulations of the City of Bradford Metropolitan District Council are observed and those preparing the food have had any necessary training.
14. The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior agreement with the church.
15. All rubbish should be placed in the bin outside in the Car Park. If possible, recyclable material (paper, recyclable plastic etc) should be removed from the site and deposited in appropriate recycling containers.
16. It is the responsibility of the User to ensure the security of the building, keeping the outer door locked throughout the time the User is in the building if no one is stationed on security duty at the Car Park Door.
17. If the User brings any portable electrical equipment onto the premises, the User is responsible for ensuring that the equipment is safe and, if necessary, has been tested.
18. Before leaving the premises, the User must ensure that all windows are closed, all lights and equipment are turned off and all doors are locked. The cooker and warming cupboard should be switched off at the wall. If central heating thermostats or controls have been moved during use of the premises, these must be restored to their positions prior to use.
19. In the case of regular bookings, if the church requires the use of the rooms for a specific event (eg. holiday club, funeral, inn churches) we reserve the right to cancel the booking for that period.

KGJ

Version 1:12 October 2018

Version 2: 09 November 2018