

PCC POLICY

USE OF THE COMMUNITY CENTRE & CHURCH

Reviewed - July 2017

Next Review Due – January 2019

The Chancellor of the Diocese gave the original permission for the building of a Centre for church events. We were also permitted to make the Centre available for the use of those groups whose aims and objectives we want to support.

If the Church Administrator is uncertain about the aims or objectives of any particular group seeking to use the Centre, the Incumbent will be asked to advise, and then the churchwardens if still uncertain.

There are 3 categories of charges according to the type of organisation using the Community Centre - charity, community and commercial. The Incumbent may occasionally exercise personal discretion to determine the rate applied to any booking. The amount of these donations shall be reviewed every autumn and any adjustments applied from 1st January.

From now and continuing from January 2018 these are:

	One session	All day (3 sessions)
Hall		
Commercial	£75	£200
Community	£47.50	£120
Charity	£30	£75
Loseley Chapel		
Commercial	£50	
Community	£30	
Charity	£20	
WTJ Room		
Commercial	£40	
Community	£22	
Charity	£15	

An additional donation of £15 will be requested for the use of the projector in the hall.

We do not allow any bookings beyond a period of 12 months and we retain the right to use our own premises at any time.

At the time of booking, all users are required to sign that they have read and agree to the conditions of use (see attached).

If alcohol is to be consumed the Church Administrator must be informed if an application is going to be made to the Borough Council for a Temporary Event Notice, the number of which is limited in accordance with our Premises Licence.

In terms of the facilities, our aim will be to ensure that the kitchen is equipped with a sufficient number of coffee mugs for users of the Centre and a full range of crockery, cutlery and wine glasses for meals, together with a basic set of saucepans.

In the hall itself our aim will be to have a sufficient number of attractive, robust tables and comfortable chairs.

An annual spring cleaning day will be organised.

The main church Conditions of Use

St Nicolas' Church is a place of worship, holy because we meet God here. It is a house of prayer for all people, so you are very welcome. But please respect the special dedicated nature of this building, eg its quietness. Please do not place anything on the altars etc. Please understand that you have not "hired the building", but you are being offered hospitality to present your concert here, which will be to the praise and glory of God. We are especially keen to make the church available for local choirs and other appropriate activities at the Incumbent's discretion.

We shall require our designated church officer to be liaised with before all rehearsals and for that person to remain present throughout the actual performance. One person from the user's organization should be nominated to be responsible on behalf of the organization.

You are asked not to put up any posters or other advertising material before consulting with the church officer.

Additional use of the Community Centre will have to be arranged beforehand through the Church Office.

Access through the sacristy is not normally possible for security reasons.

The heating will have been set for you, so please do not adjust the thermostat at any time.

If you want to move furniture this must be arranged beforehand with the church officer present.

The church must be cleared within half an hour of the end of a performance and, unless agreed otherwise beforehand with the church officer, by 10pm.

The safekeeping of any keys given remain the responsibility of the person representing the body using the church and must be returned as agreed at the end of the evening.

We ask users of these premises to consider the needs of insurance and make the necessary arrangements themselves.

The security of musical instruments and any personal property remains the owners' responsibility at all times.

Public Performances

Users will be asked and required to comply with our Safeguarding Policy and to adhere to our Health & Safety Policy.

During all performances all exits must be open and unimpeded.

It is the responsibility of the group to arrange for their own insurance cover.

The charge for a concert with rehearsal earlier in the afternoon and use of the hall in the evening (with access to the hall in afternoon by arrangement) is £220. This amount shall be reviewed every autumn and any adjustments applied from 1st January.

At the Incumbent's discretion there will be an appropriate charge for the use of the organ.

The Incumbent will have discretion to waive or modify the suggested donation, eg for a concert being performed by a school group or for charity.

St Nicolas' church holds a Performing Rights Licence. A form will be provided to concert organisers which must be completed and returned to the Church Office, detailing attendance, net admissions receipts etc. A copy of the programme must also be provided. St Nicolas' PCC will submit this information to the Performing Rights Society. **Any charges incurred will be invoiced to the choir organiser with the expectation that these will be paid within one month.**

Rehearsals

The charge for a rehearsal without a concert on the same day is £25 per hour.

Users should make their members aware of fire evacuation procedures.

St Nicolas' PCC reserves the right to use the church at any time but would expect to give at least six months' notice to any users already booked, and usually twelve.

Access to toilets and to the kitchen is only via the front hall doors. Other groups may be using the Community Centre at the same time.

From late October to mid-December access to the church will only be via the north porch as there is a Cards for Good Causes Shop in the narthex.

Community Centre Conditions of use

Users of the Community Centre are required to comply with all aspects of the Health & Safety Policy, a copy of which is kept in the kitchen. Additional copies are available upon request to the Parish Office.

All activities including children and vulnerable adults are expected to follow our Safeguarding Policy. Copies must be obtained from the Church Office.

Compliance with current food safety regulations is a requirement of booking.

The kitchen must be left clean and tidy with the china and cutlery washed and put away.

Users of the Community Centre are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible, but in any case before the premises are vacated. A book is provided for this purpose and is located in the kitchen, together with a First Aid kit. The User must notify the Parish Office within 24 hours of any such accident or incident.

If you intend to bring alcohol into the Community Centre you must inform us at the time of booking. You may need to apply for a Temporary Event Notice from Guildford Borough Council and we are limited in the number that can be issued to these premises.

Users of these premises should consider the needs of insurance and make the necessary arrangements. We require a copy of a user's Public Liability certificate to be sent to the Church Office.

St Nicolas' PCC is not responsible for the User's property.

The right of entry is reserved to St Nicolas' PCC or its agent at any time during use.

The premises shall not be used for any purely commercial or gaming purposes.

The User is responsible for good order.

Smoking is not permitted.

The User must not use the premises for any unlawful purpose, nor bring onto the premises any dangerous substance.

Any electrical appliances brought onto the premises must be PAT tested.

For fire safety reasons, candles or any form of naked flame must not be used in any part of the Community Centre.

The Community Centre must be vacated by 11.00 pm. Users are asked to do so in a manner which does not cause disturbance to neighbours.

Exits must not be blocked; nor corridors obstructed; nor fire appliances interfered with.

Users are responsible for ensuring that they know how the buildings are secured and that the buildings are left in this secured state.

Keys issued from the key safe must be returned to the safe at the end of the booking, checking that no other group or persons are in the building. When more than one room is in use, the return of the keys is the responsibility of the last group to leave.

Furniture must be left tidily exactly as found, and in the correct rooms. The user is responsible for floors being clean, windows and doors being closed, and lights turned off. All rubbish must be removed from the premises.

Breakages and other damage must be reported to the Parish Office, and may be charged for.

Nothing must be affixed to the walls or doors without permission.

Dogs (except guide dogs) must not be brought into the hall or rooms as these are regularly used by small children except with permission.

Loseley Chapel Additional Conditions of Use

The Loseley Chapel is a consecrated place of worship and, as such, its use will be at the discretion of the Incumbent or the churchwardens or as booked through the church office, there should be no entry by other Centre users.

Users should note that there is no disabled access to the Loseley Chapel and access is via a set of steps.

Use of the Loseley Chapel is restricted to 25 people.

For a temporary period and until the underfloor heating is connected, portable heaters will be in use and it will be the users' responsibility to turn them off if instructed to do so.

The monuments must not be touched.

No food or drink is permitted in the chapel apart from water.

William Thomas Jones Room Additional Conditions of Use

Use of the William Thomas Jones Room is restricted to no more than 15 people at any one time.