

**The Parish of Sacred Heart
63 West Street
Sittingbourne
Kent
ME10 1AN**

**RULES AND HIRERS
AGREEMENT
FOR
USERS OF THE PARISH
FACILITIES**

INTRODUCTION

The Parish of the Sacred Heart wants all Hall users/hirers to enjoy the benefits of our facilities which lie at the heart of our effort to be a welcoming community. In order that it might develop that mission, the Parish has invested a large sum of money in making the Church, Halls and Presbytery accessible for all.

The Health and Safety Committee has worked hard to develop and maintain our facilities to comply with current British Standards and legislation, as advised by Precision the Health and Safety organization appointed by the Diocese.

To complete our obligations under the law, we have raised policies that are bespoke to our buildings, to ensure that they are able to be used safely. However, the responsibility to apply these policies, whilst using our facilities, must obviously lie with the management of any given user on the day.

Therefore, we have produced this document to clearly highlight the policies in place and to delineate where the Parish's responsibilities end and yours as user / hirer begin.

It is also important, therefore, that at this time, we make it very clear what we expect our standards to be in terms of care and maintenance, and cleaning of the buildings.

DESCRIPTION AND PARAMETERS OF USE

The Hall and / or our external facilities are available to be used for many purposes as agreed by the Finance Committee.

Should your intended use be outside of those mentioned at the end of this document, you must ensure that the Parish is aware of this at the time of hire / use.

The building has physical limitations and policies that govern its use and it is essential, in reading this enabling document, you must ensure that it will suit your purpose.

It is essential that you familiarize yourself and the members of your group with all the measures that have been put in place to ensure your and your groups Health and Safety whilst using this facility.

As the signatory of the Hall users / hirer's agreement, **you are committing yourself to the sole responsibility** of managing the facility and applying both your own and the policies mentioned within this document.

PARISH OR PERMITTED USERS - USE OF THE PARISH HALL

As a Hall user and therefore manager of your particular group, you need to familiarize yourself with the following policies. These details **MUST** be highlighted to any deputy leader of your group, should such person exist.

You will be asked to sign this document and in doing so, will become the **"legally responsible person"**, whilst your particular group uses the Hall.

Once you are aware of the Rules and Safety facilities of the Hall, you have a **duty of care** to ensure that your group is aware of all the implications that affect them.

These policies contain elements of consideration for **ALL** users, both able-bodied and disabled; you should also consider the issues of “Child and Vulnerable Adult” protection.

If you are a frequent Hall user group, it is possible that your use may change week on week, or as seasons change. Please ensure that the Parish is made aware of all changes of use and of any special events that might require individual planning and consideration.

It is essential that you give the Parish at least a month’s notice of any change to your group’s leadership, in order to arrange new documentation to be raised and completed.

RULES, REGULATIONS AND GENERAL HALL POLICIES

PREMISES AND HALL MANAGEMENT COMMITTEE

The Finance Committee reserves the right to inspect the premises at any time to ensure compliance with regulations.

GENERAL HALL POLICIES

The Parish Hall is limited to **150** for Health and Safety reasons.

There are no telephones fitted in the Parish Hall. You are required to carry a working mobile phone to enable the emergency services or the Parish Co-ordinator to be contacted if needed.

Health and Safety information detailing the key policies bespoke to our premises are located at (Bar, Kitchen, Notice board).

Children between 12 and 16 are only permitted in the kitchen area or on the stage if supervised by a responsible adult. No children under 12 are permitted in the kitchen at any time.

No substances such as bleach, descalers etc. are to be used. Hand cleaner and anti-bacterial spray is provided.

No candles may be lit at any time.

First aid facilities are provided in the Kitchen and may be used on a self-help basis.

The assembly point is in the car park and the group leader must report to the senior person that their group has/has not safely vacated the building.

User groups often have their own Health and Safety policies specific to the organizations' to which they belong. Hall users must ensure that the requirements of both policies are met. Any additional safety equipment and / or physical supervision required are the sole responsibility of the user.

EMERGENCY EVACUATION

You, as group leader, when using the Parish Facilities are responsible for the safety of those using these facilities with you. In the event of an emergency, **if it is safe to do so**, you should check all your group has safely vacated the premises before leaving yourself.

NO SMOKING

IT IS ILLEGAL TO SMOKE IN ANY PART OF THE PARISH PREMISES.

WHEN SMOKING OUTSIDE PLEASE ENSURE USE OF ASHTRAYS PROVIDED.

ELECTRICAL APPLIANCES

The Parish has all portable electrical appliances on its premises tested every 12 months. This is to ensure the appliances are safe to use.

The use of temporary electrical heating is not permitted.

If for any reason you have to bring any other electrical appliance onto the premises, you must have a current test certification attached or available (the test being a Portable Appliance Test, known as PAT testing) or use a Portable Residual Current Device.



DISABILITIES

If any person in your group have any disabilities then you are responsible for ensuring they have sufficient and suitable assistance whilst using the facilities. Assistance includes, but is not limited to:

- Providing extra audible or signed Emergency Alarm warning.
- Providing assistance if an Emergency evacuation is required through the Hall doors marked "Fire escape".

PLEASE COMPLETE UPON OPENING:

- Unbolt the front door.
- Ensure and leave all Emergency Exits clear of obstructions.
- Familiarise yourself with the locations of Fire Fighting appliances.
- Familiarise yourself with the locations of First Aid boxes. (Kitchen)
- The use of ladders is not permitted.

SETTING UP AND USING THE HALL:

- Lift (do not drag) furniture and games equipment across floor.
- Please ensure tables and chairs do not obstruct the exit routes or access to extinguishers.

- No nails, tacks, screws, etc. shall be driven into any walls, floors, fittings, furniture or structure, or adhesive substances, blue tack, sellotape, Velcro, gummed paper etc. used on them.
- Ensure no children under the age of 12 are allowed in the kitchen or on the stage and no one under 16 unless supervised by a responsible adult.
- Ensure no cleaning products are brought into the Parish. Please use only the supplied hand cleaners, and anti-bacterial spray...
- Gas heaters and any other items which present an additional fire risk should not be used.

PLEASE COMPLETE BEFORE CLOSING:

Check cooker switched off

Taps, urns etc switched off

Rubbish carefully packed in bin liners and removed from the premises.

All perishable food is removed from the premises.

Chairs & tables stacked on the stage.

Leave hall in a clean, secure, orderly state.

LIGHTS OUT

KEYS SHOULD BE LEFT ON THE HOOK BEHIND THE KITCHEN DOOR

N.B. Accidents can happen and any damage sustained to the premises, its fittings, equipment and furniture must be reported to the Parish Co-ordinator within 24 hours.

(In the instance of damage to gas or electrical appliances / fittings, please Notify Immediately).

USE OF HALL STORES

If you are allocated space for your group, storage areas are to be kept accessible, clean and tidy, and items no longer required disposed of. No chemicals, cleaning products, gas cylinders or other items which may introduce additional fire risks are to be stored.

If any Groups are permitted to store Toys, the Group Leaders are responsible for checking they are undamaged, hygienic and suitable for the age group who will be using them.

LICENSED BAR

Please note the Carmel Hall is a licensed premises the same as a PUBLIC HOUSE therefore when the Bar is present only alcohol purchased at the BAR may be consumed in the Hall. If you do not want a Licensed Bar and bring your own drinks on no account must any be sold or we could lose the licence.

RC Diocese of Southwark - Parish of the Sacred Heart Sittingbourne

This agreement is for the temporary use of Church Hall facilities. The User / User Group agrees to the above terms and conditions and will abide by any rules contained within this agreement or any others introduced at a later date.

Facility being used

Special conditions

Date of use

Time of use

User name

User address

User telephone

User email

User signature

Dated _____

Approved by _____

Dated _____

Please return one copy of this page of the form with any payment due.

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