



AGREEMENT WITH LONGBRIDGE BAPTIST CHURCH

For the use of the Church Premises



Name of User or organisation: _____

Purpose of the event: _____

Approximate number of people attending: _____

Areas to be used (e.g. hall, worship area, front entrance area, kitchen, car park):

User's representative:

Name: _____

Address _____

Tel: _____ email: _____

Date(s) & time(s) of use:

For single events the day(s), date(s) and times of start and finish:

For regular events the start date, day of the week, frequency and times of start and finish:

On behalf of the above User I accept the Church's Rules and Conditions and agree to pay the agreed charge of £_____per session.

Signed by User's representative: _____ Date: _____

Name(s) of Church Member(s) sponsoring the event: _____



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General Data Protection Regulations

Data Protection Act 2018 and UK GDPR

This form will be kept on file for 5 years. The information supplied by you may be disclosed to the Church Leaders and may be recorded for administrative purposes where appropriate. The information you give will be kept in accordance with the Data Protection Act 2018 and UK GDPR.

However, should any criminal activity occur in connection with this event, contact details of the responsible persons as detailed in this form may be disclosed to the police. We have a duty to protect the funds we handle and to this end may use personal information you have provided to us for the prevention and detection of fraud. We may also share this information with other organisations that handle similar funds.



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Terms and Conditions

1) **Access:**

The Premises will be opened by a Church Member who will explain where the User can find things, including safety matters such as emergency exits, fire extinguishers, the fire alarm system, first aid kits and electrical fuse boxes. The Church Member will also agree a finishing time. The Church Member may or may not remain on the Premises during the User's event/activity.

2) **Charges:**

Charges for use of the Premises will be separately agreed with the User, taking into account the duration of use and the facilities required.

The use of the kitchen (if required) and toilets is included in the agreed charges.

3) **Policies and Procedures:**

The Church has a set of Health & Safety policies and procedures which all Users are expected to abide by. The most significant policies are displayed around the buildings (yellow paper). Full details are kept on the Premises and are available on request.

4) **User's responsibilities:**

- a) The User will be responsible for all aspects of security, health & safety (including food hygiene and car parking) and cleaning up, from the time of opening until they have finished and handed responsibility back to the Church Member.
- b) Any accidents should be reported to the Church Member and recorded in the Accident Book which is kept in the kitchen.
- c) Users shall be responsible for any necessary licences or permits, etc. which may be required, for example in relation to liability insurance, entertainment or copyright, etc.
- d) The Church seeks to maintain all its portable equipment in good condition: any such equipment found to be unsafe or faulty should be taken out of use, marked, and reported to the sponsoring Church Member.
- e) Any damage caused by the User shall be reported to the Sponsoring Church Member and if required paid for by the User.
- f) Any spillages that occur may make floors slippery. Users must clean up the spillage as soon as possible, and if necessary warn guests and avoid activities that may increase the risk of falling due to slippery floor surfaces.



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5) Restrictions of use:

- a) No smoking, alcohol or gambling is allowed on the Premises.
- b) Due to the layout of the building the recommended capacities for different sections of the Premises are somewhat complex, especially if more than one part of the Premises is being used. However, the Trustees recommend the following:
 - a. The Hall max 80 people
 - b. The worship area max 120 people
 - c. The 3 classrooms max 50 people (across the three rooms)
(off the hall corridor)If the User expects that these recommended numbers are likely to be exceeded, they should speak to their contact Church Member at an early stage so that a risk assessment can be undertaken and appropriate mitigation measures agreed.
- c) Without prior approval, electric power points may only be used for audio and visual equipment. The safety and security of any equipment brought in by the User is the User's responsibility and is at their own risk.
- d) Do not use drawing pins or sellotape on the walls or other surfaces; please use masking tape or blu-tack.

6) On leaving the Premises:

- a) Please note we do not have a caretaker; therefore please leave the Premises as you would wish to find them.
- b) The User shall be responsible for removing their own waste and/or recycling materials, and for leaving the buildings and furniture, etc., clean, tidy and stored as they found it.
- a) Consideration must be given to any other user of the buildings and the neighbours. Please leave quietly, especially in the evening.

7) General:

- a) Agreements for regular events will be subject to annual review and subject to cancellation if the User fails to comply with the above Rules and Conditions.
- a) The Church reserves the right to cancel a regular booking if the Premises are needed for Church events. Except in the case of funerals and weddings, a minimum of two months' notice will be given.