



ST AIDAN'S CHURCH

Ridgeway

Acomb

YO26 5DB

Contact details

Bookings Secretary: Carys Tew Email carys.tew@hotmail.co.uk

BOOKINGS

- All reservations of rooms in St Aidan's must be made through the Bookings Secretary
- Non-church bookings will be charged the rental which is in operation at the time of booking
- NO SUB-LETTING of any kind is permitted
- Any cancellations may result in full fees being charged
- Where possible, we ask groups to give us a month's notice of when they are not using the church, so that we can plan for heating use
- Please inform the Secretary of term dates and yearly dates of meetings

SAFETY AND SECURITY

There must be a person in charge of all parties using St Aidan's who:

- Familiarises themselves with the layout of the premises, the equipment and furnishings, the positions of FIRE EXITS, FIRE EXTINGUISHERS and their method of operation.
- Ensures all Fire exits, doors and passageways are not obstructed, including the access from the main hall
- IN THE EVENT OF FIRE, alert everyone in the building and ensure their evacuation; close all doors and windows if possible and CALL THE FIRE BRIGADE
- NO SMOKING is allowed in any part of the building
- The safety and security of all individuals is the responsibility of the organisations and individuals using St Aidan's
- When children or vulnerable adults use St Aidan's the person in charge must read and agree to the attached document
- All electrical appliances in St Aidan's have been PAT tested and it is the Hirer's responsibility to ensure any electrical equipment brought into the church is also PAT tested

USE OF THE KITCHEN

- Users should make themselves familiar with the equipment available, use it safely and properly and economically and ensure that everything is switched off after use
- Make sure everything is left clean and tidy
- All crockery and utensils must be properly washed and dried and put away in the appropriate store cupboard
- Report to the Caretaker all breakages and damages and arrange restitution

BEFORE VACATING THE PREMISES

All hirers/users of any of the rooms in St Aidan's must:-

- Leave the premises clean and tidy
- Take away all debris and any food leftover. These must not be deposited in the dustbins or burned outside the building
- All furniture used must be returned to the place from which it was obtained
- Switch off all lights

- Close all doors
- Report all damages or breakages and arrange restitution

ST AIDAN'S KEYS

- Holders of keys to the main entrance door must ensure that all lights are turned off, windows in all parts of St Aidan's are closed and that all parts of the building including the stage area and the toilets are vacated. The main entrance must be securely locked when they leave the premises.
- Keyholders of private storage cupboards are responsible for their own security, and should make their own insurance arrangements.
- When keys are issued to hirers, they remain the property of Acomb Parochial Church Council (Hereafter Acomb PCC). Under no circumstances will the hirer duplicate any keys or allow them to be used by any unapproved person

PUBLIC LIABILITY INSURANCE

- Except in the case of negligence or wilful default, Acomb PCC accepts no liability for death or personal injury to any persons attending any activities within St Aidan's Church Hall as hired premises, or for any loss or damage to any property belonging to such persons. Hirers must obtain their own Public Liability Insurance to cover all liabilities including insurance for their own equipment. For small group meetings, it is at Acomb PCC's discretion to accept a signed disclaimer.

USE FOR CHURCH PURPOSES

It is a general condition of hire that Church requirements take priority over all others and St Aidan's Committee regret any inconvenience this may cause to hirers.

Tear here: _____

AGREEMENT AND APPLICATION FOR HIRE OF ST AIDAN'S

NAME OF ORGANISATION AND CONTACT PERSON

I have read and agree to abide by the Acomb Parochial Church Council's rules:

Signed

Print name

Date

Please return to the Bookings Secretary: Carys Tew Email : carys.tew@hotmail.co.uk

This is a functioning church with frequent services and various other spiritual activities during the week, please respect it as such.

We hope you enjoy using St Aidan's

June 2021

Protection of Children and Vulnerable Adults, where applicable

Church Policy Statement:

The Parochial Church Council (hereafter PCC) takes seriously its obligations and responsibilities to protect and safeguard the welfare of any children, young people or vulnerable adults entrusted to the church's care.

Therefore in the church's provision and ministry, the PCC ,

- Accepts responsibility for the activities of the children's and youth groups operating under its auspices
- Will actively seek to protect and safeguard the physical, emotional and spiritual welfare of children, young people and vulnerable adults while in the care of the church
- Will have clear procedures for responding to suspicions or allegations about abuse, and procedures for working with known offenders attending the church
- Will ensure that both employed and volunteer children's and youth workers are properly and appropriately selected and appointed as set out in the Diocese of York document: "A guide to Disclosure through the Criminal Records Bureau"
- Will ensure that children's/youth workers and volunteers are given adequate support and training
- Will annually appoint a Parish / Benefice Child Protection Representative
- Will annually review the Parish Child Protection Policy and procedures
- Will maintain appropriate Third Party Liability insurance for the church work among children and young people

Agreement

As a condition of the use/hire of St Aidan's, we confirm that our group/organisation has its own safeguarding policy with regard to children and vulnerable adults, and that we will comply with that policy while in occupation of that building. I have also been made to understand that I will be, personally liable in law in the event of any incident of failure to protect children or vulnerable adults where it be established that I failed to comply with that policy or failed to ensure that those under my direction had been made aware of that policy and had agreed to comply.

Signed