

ST AIDAN'S, Ridgeway, ACOMB

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.

At the time of booking full fees must be forwarded to the Treasurer at least 10 days before the event.

NO SUB-LETTING of any kind is permitted

Any cancellations may result in full fees being charged.

SAFETY AND SECURITY

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

1. Familiarise themselves with the layout of the premises, the equipment and furnishings, the positions of FIRE EXITS, FIRE EXTINGUISHERS and their method of operation.
2. Ensure all Fire exits, doors and passageways are not obstructed, including the access from the main hall.
3. 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.
4. NO SMOKING is allowed in any part of the building.
5. The safety and security of all individuals is the responsibility of the organisations and individuals using St Aidan's
6. When children or vulnerable adults will use St Aidan's the person in charge must read and agree to the attached document.

USE OF THE KITCHEN.

1. Users should make themselves familiar with the equipment available, use it safely and property and economically and ensure that everything is switched off after use.
2. Make sure everything is left clean and tidy.
3. All crockery and utensils must be properly washed and dried and put away in the appropriate store cupboard.
4. 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:-

1. Leave the premises clean and tidy.
2. Take away all debris and any food leftover. These must not be deposited in the dustbins or burned outside the building.
3. All furniture used must be returned to the place from which it was obtained.
4. Switch off all lights.
5. Close all doors.
6. 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..

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.

The Committee will not be responsible for any accident, loss or damage to persons or property whilst on the premises.

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

date

Please return to the bookings secretary

Carys Tew

Email : carys.tew@hotmail.co.uk

Protection of Children and vulnerable adults

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 ,

1. Accepts responsibility for the activities of the children's and youth groups operating under its auspices.
2. 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.
3. Will have clear procedures for responding to suspicions or allegations about abuse, and procedures for working with known offenders attending the church.
4. 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".
5. Will ensure that children's/youth workers and volunteers are given adequate support and training.
6. Will annually appoint a Parish / Benefice Child Protection Representative.
7. Will annually review the Parish Child Protection Policy and procedures.
8. 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

NB If your group/organisation does NOT have any children or vulnerable adults taking part in your activities, please sign here:

Signed