

Bayshill Unitarian Church – Cheltenham
Information Sheet for Hirers of the Church Hall



1. The Church is primarily a place of religious worship.
2. The Church Trustees are happy to hire the Church Hall to individuals, groups and organisations provided those hirers do not promote ideas or carry out actions that contravene our principles of dignity and respect for all, irrespective of religious belief, gender, ability or sexual orientation.
3. No booking will be considered valid unless the hirer has completed and signed the hire application form and the indemnity form.
4. The Church Trustees, through its Committee retains control, possession and management of the building. During a period of hire, church representatives retain access upstairs, which is set aside for the sole use of the Minister.
5. The agreed fee should be paid within four weeks of hall usage. Our preference is BACS transfers or cheques. For safeguarding reasons, cash will not be accepted. Fees are displayed on our website and on the General Notice board and for 2019 are set at £12.50 per hour. This charge is for any organisation or individual who wishes to use the church, including church members who wish to use the building for any purpose that is not part of the core work of the church. Bookings should include the whole time the hirer is in the building, including setting up and putting away. Fees will be reviewed each calendar year, and hirers will receive a letter from the Committee notifying them of changes.
6. The Church has a NO SMOKING and NO ALCOHOL rule. Please note that lighted candles or naked flames are not permitted, to lessen the risk of fire and protect our wooden floor.
7. Due to the lack of internal space the hire fee does not include the storage of equipment used by the Hirer. In exceptional circumstances and with the prior written approval of the Committee, some items may be stored for which a fee may be payable.
8. The Hirer is responsible for any damage caused to the building and its fixtures and fittings, by the use of the accommodation (other than fair wear and tear).

Damage to the wooden floor by spillage or staining from bare feet must be notified. A cleaning fee may be charged.

9. The Hirer must comply with Fire Regulations Order 2005 and appoint a Responsible Person who has familiarised themselves of the Fire Notices and may act as a Fire Warden in case of fire. A nominated person must ensure safe passage of invitees to the Assembly Point in front of the old church. They should ensure a 999 telephone call to the Fire Service. Particular attention should be paid to persons with mobility difficulties (please see the Fire Information notes).
10. The Church requires all Hirers working with Children and Young People and/or Vulnerable Adults, to comply with Government guidelines for Safeguarding and have DBS checks and training in place as necessary.
11. After its use the Hall furniture should be returned to where it was found. Please do not scrape tables and chairs across the wooden floor. Floor spillages should be dry wiped clean. Please do not use a wet mop. Heating controls should be left alone, lights turned off and **all** doors locked.

Last reviewed: December 2018

Next reviewed: November 2019



BAYSHILL UNITARIAN CHURCH FIRE SAFETY POLICY

This briefing has been approved by the Church Committee to ensure our Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005.

All Users of the building whether congregants, guests, or hirers must appoint a Responsible Person to act as a Fire Warden and oversee the health and safety of invitees onto the Church premises. This will, in most circumstances, be the same person who has signed the Hire Application Form. For Church Services a Fire Warden is appointed by the Committee.

In accordance with an assessment carried out in 2018, the Bayshill Unitarian Church Committee have set upper occupancy levels of 125 persons when congregated as standing participants. We suggest no more than 75 persons be allowed for milling around displays or exhibitions. In most circumstances, attendees will be seated on the chairs provided by the Church. The number of seated persons should not exceed 50 (this may increase to 60 after appropriate extra seating is provided). Exercise / dance classes such as Zumba or Yoga should not exceed 25 persons.

A floor layout Plan on the General Notice Board sets out where gangways should be left clear when chairs are laid out. For fire evacuation purposes a 1.05m gap must be kept between the walls and the nearest chair. The same applies to fire exit doors. A gangway across the width of the building from the double fire exit doors to the side disabled exit needs to be observed.

The church has designated that an Assembly point in front of the Old Church be observed in case of emergency evacuation. The side road, Royal Well Lane, needs to be kept clear as this is the fire tender access route.

Persons with restricted mobility and/or wheelchair users should have a designated person to assist with their evacuation.

PLEASE BE FIRE SAFETY AWARE

Bayshill Unitarian Church Hall Booking Application Form



Please Note: No booking will be considered valid unless the hirer has completed and signed the hire application form and the indemnity form. If hiring on behalf of multiple groups, forms must be completed for each individual organisation using the premises.

Booking Details

Name of Individual or Organisation: _____

Are you a current keyholder? Yes No

Description of proposed Activity: _____

Time/Sessions/Days/Dates Required (if recurring booking please list all dates):

Numbers expected to attend: _____

(Please note: The Hall has upper Occupancy levels associated with different types of activity and seating plans. Please refer to Information Sheet for Hirers).

Contact Details (these details will only be used to contact you about issues relating to your booking and will not be shared with anyone except members of the church committee who have a direct role in processing your booking).

Name: _____

Home Tel: _____

Email: _____ Mobile No.: _____

Online Booking Options

Bayshill Unitarian Church now has an online booking system through which regular users can check availability and make bookings. If you would like to make use of this facility please tick below. Please note, that using this facility will mean that other hall users can see your email address but not the full details of your booking. By ticking this box you consent to using your contact information to set you up on the system and allow other hall users to see your email address.

I would like access to the online booking system and consent to my email address details being shared with other hall users as part of this system. Yes No

Safeguarding / Insurance / Payment

Name and Address of Person Responsible for the activity If different from applicant:

In the case of an activity involving Children or Vulnerable Adults do you agree to comply with the Government's suggested guidelines "Working Together to Safeguard Children 2015"?:

Yes No

Is your Organisation a Charity or Unincorporated Association with a Constitution?

Yes No

Are you hiring as an Individual?

Yes No

Do you hold any form of Insurance against damage caused to Invitees or their damage to others or the building?

Yes No

Do you agree to pay the Fee/Charge set by the Church for this Hire?

Yes No

Please sign below:

In making this booking, I agree to abide by the terms and conditions of hire set out in the 'information for hirers' document.

Name: _____ Signature: _____

Date: _____

Please return a signed copy of this document to info@cheltenhamandgloucesterunitarians.org.uk or post to Church Hall Bookings, Bayshill Unitarian Church, Royal Well Lane, Cheltenham, Gloucestershire, GL50 3DS.

Please also sign the indemnity overleaf.

FORM of INDEMNITY



Please Note: No booking will be considered valid unless the hirer has completed and signed the hire application form and the indemnity form. If hiring on behalf of multiple groups, forms must be completed for each individual organisation using the premises.

For the hire of Bayshill Unitarian Church to be signed by each Applicant

Hirer's Name:

Group or Activity:

I the undersigned person agree to indemnify the Trustees of Bayshill Unitarian Church against any claims for personal damages against them which might arise from my or my organisation's use of the Church premises. I, or if an organisation We, further indemnify the said Trustees against damage or loss to their property arising from any negligence on my/our part or any of our invitees.

Please read the separate Information Sheet for Hirers before signing.

Signed: _____

Dated: _____

Print Name: _____