



Rugby Baptist Church

Regent Place, Rugby CV21 2PJ

www.rugbybaptist.org.uk

Church Office 01788 570410 office@rugbybaptist.org.uk

Registered Charity Number 1126606

TERMS AND CONDITIONS FOR HIRING OF ROOMS

Thank you for agreeing to use our premises. Please adhere to our terms and conditions throughout your booking:

The term "User" refers to any persons/ group/ organisation that use the booked room during the hired period.

1. A set of keys will be issued to a named person upon completion of the key holder registration form. Any change of key holder must be notified in writing to the Office Manager (office@rugbybaptist.org.uk). Keys must not be copied. Where a set of keys is not issued, usually for a one off booking, arrangements for a church key holder to unlock and lock the premises for the User will be agreed with the Office Manager.
2. For either party to terminate a regular booking 30 days' written notice must be given. On termination of your room booking, keys must be returned to the Office Manager within 30 days of notice being given.
3. 48 hours' notice is required for any cancellation to avoid room hire charges. Cancellations after this time will incur 50% of the room hire charge to be paid. Cancellation should be made as soon as possible to the Office Manager by text to 07305 619012.
4. Rugby Baptist Church (The Church) is entitled at any time, on giving reasonable notice to the User, to require the User to transfer to alternative or comparable space and room/s elsewhere within the buildings, or to cancel the booking if alternative or comparable space within the buildings is not available.
5. The premises may only be used by the User and for the purpose and during the period indicated on the room booking application form.
6. The church retains control, possession and management of the rooms and the User has no right to exclude the church from the premises.
7. The User will comply with the church's Health and Safety Policy (available on-line www.rugbybaptist.org.uk, or upon request).
8. First Aid is the responsibility of the User (or a person s/he designates). First aid boxes are available in the John Lees Hall, Blue Room, Red Room, Upper Hall Kitchen and Deacons' Vestry. All injuries must be recorded in an Accident Book, located near these first aid boxes. There is body fluid kit available in the John Lees Hall and the Red Room for the safe clean-up of body fluids. Please inform the Office Manager, immediately, if these have been used.
9. Incident Reporting: Once any injuries are appropriately treated and the area made safe, all accidents, near misses, hazards and unsafe conditions are to be reported to Rugby Baptist Church's Health and Safety Advisor (Mark Ledingham 07774 973898), and complete either the Accident Book (in case of injury), or a Hazard Report form (in case of near miss, hazard or unsafe conditions). The completed report should be returned to the church office or posted into the church letter box.
10. Fire: It is the responsibility of the User (or a person s/he designates) to ensure the attendees of the booking

know where the fire exits are and to ensure a swift evacuation of the premises in the event of fire. They should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed. Appropriate assistance should be arranged for those with reduced mobility.

11. For all activities which present a foreseeable risk of injury, users of the church premises must ensure a risk assessment has been carried out, introduce procedures that must be followed to control that risk and ensure these measures are then practised. A copy of the Risk Assessment must be provided, on request.
12. Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document 'Working Together to Safeguard Children 2018' or any amendment thereto.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf
13. The regular booking User must maintain adequate public liability insurance and send an in date copy to the Office Manager.
14. At the end of the booked session, the premises must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the start of the session and the User must ensure all lights are turned out and all doors and windows properly secured. Rubbish is to be placed in the bins provided within each room. Please use the re-cycling facilities as appropriate.
15. The User is responsible for reimbursing the costs of all damage (other than fair wear and tear) to the premises or any of the church's fixtures and fittings or equipment, caused during the booking.
16. The User must notify the Office Manager of any defect in the buildings, church's furniture or other equipment.
17. Alcohol is not permitted anywhere on the premises including the John Lees Hall Garden.
18. Smoking is not permitted anywhere inside the buildings.
19. No gambling, however mild, is allowed on church premises. This includes e.g. raffles with prizes, tombolas, bingo etc.
20. No parking is available on church premises except by special prior agreement in writing. Car parking is available on the street directly in front of the church or in the nearby public car parks. (Parking Fees may apply).
21. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of use of the room/s apart from such injury or loss which arises from the church's responsibility for the general maintenance of the premises.
22. An invoice for the use of the premises will be sent to the User at the end of the month. Payment is then due within 30 days. Payment details are stated on the invoice.
23. The Church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.

In the event of a problem or query, please contact:

The Church Office: tel. 01788 570410 or 07305 619012 or office@rugbybaptist.org.uk

The Church Secretary: tel. 07966 180304 or secretary@rugbybaptist.org.uk

On behalf of Rugby Baptist Church Trustees thank you for your booking.