



Devon Drive, Sherwood, Nottingham NG5 2EN  
*Following Jesus, serving the community*

**LICENCE FOR THE REGULAR USE OF PREMISES AND CONDITIONS OF USE**

This agreement is between the Church Council (from onwards referred to as the 'Managing Trustees') and:

USERS NAME

Address:

.....

TEL. NO

whereby it is agreed that the premises be available on the following terms:

Date of Use

Hours of use:.

Rooms to be used : NB Your booking only covers specific rooms at the Church. You are also allowed to use the toilets and all necessary corridors etc. to reach the room you have booked, but you should not use any other parts of the Church.

Special arrangements:.....

Donation for use

**CONDITIONS OF USE:**

1. The Managing Trustees reserve the right to have priority use of the premises on all occasions. Advanced notice will normally be given
2. The user will ensure that due respect is given to the security of the premises and the use of the room(s) and furnishings. Particular attention should be paid to ensure that the kitchen facilities, when used, are left in a clean and tidy condition. Also, please ensure that, if there are no other users of the premises, you are sensitive to the security implications of an unlocked outer door.
3. The user agrees to indemnify the Managing Trustees against any damage/loss resulting from the use of the premises, decoration, furnishing or equipment and utensils. All such damage/loss must be reported and paid for.
4. The user is advised to hold adequate public liability insurance cover in the event of any personal injury resulting from the event or purpose of use to any person participating or visiting. The Church does not accept any liability for any damage, injury or loss suffered by any users of the Church while they are on the premises. We require you to indemnify us against any claims that we may receive for any such damage etc. resulting from your use of the Church premises.

5. The user agrees that the following **will NOT be permitted on the premises:**

**alcoholic beverages    public dances    smoking**

**tombola, raffles or other forms of gambling**

**events which may infringe copyright, performing arts or any other licensing rules**

6. On terminating the event the user shall ensure that:
  - all furnishings are replaced in their original position
  - the premises are properly locked as agreed with the church representative
  - the premises are left in a clean state and free from litter
  - all lights and heaters are turned off.
7. The Managing Trustees shall have reasonable access during the period of use to satisfy themselves that the conditions above are being observed.
8. Resources and equipment may only be left on the premises with the Managing Trustees permission. The Managing Trustees have the right to remove any unauthorised items stored.
9. Evening Users should normally have vacated the premises by 10 pm. In the event of the premises being used after this time, an extra payment will be required.
10. Your booking will, unless agreed otherwise, last until the next 31st August and will then be renewable. We do however reserve the right to terminate your booking at any time if you are in breach of any of these conditions, but we hope this will not be necessary. Please let us know in plenty of time whether or not you wish your booking to be renewed so the Resources Committee can approve this, normally at its meeting in May. The Managing Trustees shall annually review the cost of using the facilities.
11. Any requests, grievances or problems should be addressed in the first instance to the representative of the Managing Trustees who signs this agreement. Further correspondence, if required, should be made to the Chairman of the Managing Trustees, the Minister of the Church.
12. For users whose work involves work with children or young people: The user confirms that they are familiar with the Home Office Code of Practice 'SAFE FROM HARM' and have an understanding of it and undertake to follow the code of practice contained therein in relation to work with children and young people under the age of 16. Any person supervising children should have no criminal convictions or charges.
13. A First Aid Box is provided in the kitchen and coffee bar area. ALL accidents must be recorded in the accident book provided.
14. You are responsible for the keys given to you. You must not have any copies cut, and any loss must be reported to us immediately and you will be billed for a replacement.
15. Each group is responsible for evacuating in case of fire, if the fire alarm sounds, please make sure all members of your group make their way to the car park via one of the signed fire exits. **ONLY RETURN WHEN YOU HAVE BEEN GIVEN THE ALL CLEAR.**
16. Can we draw to your attention the need to be aware of any visual or hearing impaired members of your group. You are responsible for making sure they are made aware of fire exits and are accompanied to the toilet in case of emergencies.

Signed(user):

on behalf of:

Date:

Accepted on behalf of the  
Managing Trustees of the church:

Date: