

**AGREEMENT FOR THE 'ONE OFF' 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:.....Payment on the day,.....

Donation for use(to be paid at time of booking:

**CONDITIONS OF USE:**

1. 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. Users should bring their own tea towels
2. 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.
3. Please ensure that, if there are no other users of the premises, you are sensitive to the security implications of an unlocked outer door
4. On terminating the event the user shall ensure that:
  - all furnishings are replaced in their original position
  - all lights and heaters are switched off
  - the premises are properly locked as agreed with the church representative
  - Rubbish/litter is taken home with you
  - any breakages/loss or damage to the Managing Trustees property/equipment shall be reported to the Church representative named below. The user shall reimburse the Managing Trustees for any such breakage/loss or damage at a rate set by the Managing Trustees
  - the kitchen and equipment are left in a clean and tidy condition
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. The Managing Trustees shall have reasonable access during the period of use to satisfy themselves that the conditions above are being observed.
7. Evening Users should normally have vacated the premises by 10 pm.
8. 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
9. A First Aid Box is provided in the ( Coffee Bar ). ALL accidents must be recorded in the accident book provided.
10. . 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
11. 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.**
12. 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:

Please return to:  
Mr G White  
25 Edgware Road  
Bulwell  
Nottingham  
NG6 9HW