

LETTINGS POLICY (Last updated 20/7/23)

The Church

Lettings of church buildings in the Church of England Church is governed by Canon F16. This reads as follows:

F 16 Of plays, concerts, and exhibitions of films and pictures in churches

- 1. When any church or chapel is to be used for a play, concert, or exhibition of films or pictures, the minister shall take care that the words, music, and pictures are such as befit the House of God, are consonant with sound doctrine, and make for the edifying of the people.*
- 2. The minister shall obey any general directions relating to such use of a church or chapel issued from time to time by the bishop or other the Ordinary.*
- 3. No play, concert, or exhibition of films or pictures shall be held in any church or chapel except the minister have first consulted the local or other authorities concerned with the precautions against fire and other dangers required by the law to be taken in the case of performances of plays, concerts, or exhibitions of cinematograph films, and the said authorities have signified that the proposed arrangements are a sufficient compliance with the regulations in force as to precautions against fire or other dangers.*
- 4. If any doubt arises as to the manner in which the preceding clauses of this Canon are to be observed, the minister shall refer the matter to the bishop or other the Ordinary, and obey his directions therein.*

Pursuant to his responsibility under Canon F16, the minister may request a full programme of events, script, and/or copies of song lyrics that it is proposed to be performed at an event for which the church is being hired.

With regard to events and functions, other than those mentioned in Canon F16, preference will be given to groups who do one or more of the following: promote the Christian faith; enhance community; encourage stable married

and family life; enable reconciliation; support carers; offer practical care to vulnerable, alien or minority groups; encourage care of the environment; promote fair trade; facilitate life-long learning; encourage positive creativity; promote physical and emotional health and well being.

In order to avoid confusion about what the church stands for, we do not permit the church to be used for the celebration of acts of worship that are not Christ-centred, for the promulgation of teaching that is contrary to what the church maintains (as understood by the PCC and its representatives), nor for the promotion of specific political parties.

The PCC reserves the right to refuse a booking at its own discretion. The PCC may do so when it believes the activity proposed appears to be incompatible with Christian principles, or when the activity may cause undue nuisance to neighbours, or when church groups need the facilities. If a decision in respect of matters covered in Canon F16 is disputed, then the MPC complaints procedure should be invoked.

The Church Centre

Moulton Parish Church Centre is to be used for the teaching and promotion of the Gospel of Jesus Christ, for fellowship and meetings of Christian people, and within the limits of the Conditions of Hire (below), the wider community.

The Church Centre is available first to members of Moulton Parish Church family, followed by the wider Christian family, non-commercial organisations within the Parish (provided that their aims are not inconsistent with those of the Parish Church) and then other individuals.

No regular bookings can be accepted by organisations outside Moulton Parish Church without agreement of the Vicar and Churchwardens.

The Centre is not available for hire on any Sunday, on Good Friday or on Christmas Day.

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General Conditions of Hire Relating to Church & Church Centre

- Hiring will not be permitted outside the hours of 9am to 10pm.
- Smoking is not allowed in the buildings.
- Users to ensure group members use the buildings and equipment responsibly and safely.
- Please help us to keep down costs and protect the environment. Follow notices in the kitchen and toilets. Check lights are not left on longer than needed.
- Take care to supervise the car park. Children can be particularly at risk.
- Note any incidents or problems on the incident report sheet (in the kitchen), and let the caretaker or administrator know as soon as you can.
- Please leave the premises in a tidy state – as you would wish to find them. The hirer is responsible for leaving the halls in a clean and tidy condition. Plastic bags containing refuse should be placed in the outside bin. The PCC reserves the right to pass on the costs of any additional cleaning required to the hirer. Furniture should be returned to its original position.
- Don't forget to turn off the lights when you leave!
- All breakages must be notified to the caretaker or administrator and must be paid for.
- Users to mop up any spills immediately.
- Food preparation must conform to statutory guidance concerning Environmental Health
- The Church Centre and Church are not licensed for public entertainment or the sale of alcohol. The premises are licensed by the Performing Rights Society for the use of copyright music, but if a hirer wishes to use recorded music they should obtain a Phonographic Performance Licence.
- All bookings must be paid for in advance. Refunds for cancellations will be at the discretion of the PCC. The PCC is not liable for losses incurred by the hirer should the facilities become unavailable for whatever reason.
- A first aid box is located in the Church Centre Kitchen and the Vestry in church, with the Accident Book.
- Accidents or unusual incidents should be recorded in the Accident Book. The caretaker or administrator should be notified as soon as possible.
- During the period of hire, the hirer will be responsible for the supervision of the premises, and the fabric and contents of the halls and the supervision of the car park.

- The hirer shall only use the premises for the purposes stated on the booking form.
- The hirer will pay for any damage to the fabric or contents during the hire period.
- No animals (except guide dogs) will be allowed in the halls, except by special arrangement. No animals are allowed in the kitchens.
- The hirer must report any problems with the building to the church administrator as soon as possible and recorded on the incident sheet in the kitchen.
- Please do not wedge open fire doors. This is for your safety.
- If the booking is made by an organisation you are required to carry full public liability insurance. Evidence must be supplied at time of booking. You must not use the church premises for any purpose other than that described in the hiring agreement, nor do anything or bring onto the premises anything which may endanger them or render invalid any insurance.
- The premises are not normally available for setting up purposes prior to the day of the event. Time may be possible for setting up on the previous day, but this will involve an additional charge. THE AGREED TIME OF HIRE INCLUDES SETTING UP AND TAKE DOWN TIME. IF YOU REQUIRE ADDITIONAL SETTING UP TIME, YOU WILL BE REQUIRED TO BOOK AND PAY FOR THIS ADDITIONAL TIME.
- If you wish to cancel the booking before the event date, reimbursements of any costs incurred by the church will be deducted from the deposit.
- The cost of employing stewards or other personnel for any extra time beyond that booked will be charged to you.
- In the interests of public safety, you must ensure that all your equipment complies with current safety regulations and is operated by suitably qualified personnel, with due care to avoid damage to the fabric and furnishings in the premises. All electrical equipment must have a current PAT testing certificate.
- If you are an organisation, you must arrange First Aid cover.
- Safeguarding: you are required to ensure that children and vulnerable adults are protected at all times by taking all reasonable steps to prevent injury, illness, loss or damage occurring. In booking church premises you are agreeing to abide by the Church's safeguarding policy a copy of which is available from the Church office on request.
- Fire officers, churchwardens, or any designated church officer must always have access to the premises.

- The PCC accepts no liability for loss or damage to persons or property while using the premises howsoever caused, excepting through negligence of an employee or authorised representative of the Church.

Church Centre Kitchen and Church Servery

- Users of the Church Centre kitchen should comply with the requirements of the the Food Standards Agency Document: 'Providing Food at Community and Charity Events' <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>.
- At the end of the hire period, the kitchen should be left 'as found' and 'as you would wish to find it.'
- Restrict the number of people in the kitchen to a safe number- no more than four.
- Please follow the instructions when using the appliances in the kitchen. For reasons of economy and environmental responsibility, the dishwasher should only be used where there are more than 30 cups to be washed up.
- We do not supply tea towels- please bring your own.

FIRE ACTION

Before your activity starts, check the location of: the break-glass fire alarms; the emergency exit doors; the assembly point to be used after evacuation (usually the car park); and the fire extinguishers.

Ensure that the East fire exit door of the Fletcher Hall is unlocked before use of the Building and kept unlocked at all times and locked at end of hire.

Ensure that all members of your group know what to do in the event of fire: operating the fire alarms; note location and source of fire; evacuate the building using nearest exit; reporting to the assembly point.

Unless the fire can be contained at source using the fire extinguishers, telephone 999 at once. The alarm is sounded by a continuously ringing bell. As well as break-glass points, there is a smoke detector which can automatically sound the alarm.

Do not stop to collect personal belongings, do not re-enter the building until told it is safe; check that all members of your group are safe.

BOOKINGS

1. Bookings will be accepted by telephone or in person during Church Office hours. Following this, a fully completed Booking Form with deposit must be submitted to the Church Administrator.
2. In most circumstances hirers will have exclusive use of the Church or Church Centre, but on occasion separate parts of the buildings may be used by two or more groups or organisations at the same time.
3. Car parking: if there are two events taking place at the same time in the Church buildings the first booking will be given priority in the use of the car park.

PAYMENT

1. £50 is required as a damages deposit with the completed Booking Form. Please note that it is the Church's policy to pay in all deposit cheques on receipt. The full sum will be returned by post to the hirer after the event, provided that the Centre has been used in accordance with the Conditions of Hire and thereafter left in a satisfactory condition. A proportion may be deducted for any damage, breakages or loss incurred.
2. Payment of the full hire charge is required no later than **four weeks** before the event.
3. A cancellation fee of £20.00 will be charged if the booking is cancelled less than two weeks before the intended date of hire. This amount will be deducted from the £50.00 deposit and the balance refunded to the hirer.

RESTRICTIONS

1. Capacity: the Main Hall in the Church Centre has a capacity of 150 persons standing or 120 seated. The Church capacity is determined by the number of seats that can be safely accommodated whilst maintaining sufficient fire escape routes at all times.
2. Alcohol: Commercial bars are not allowed. Beer and wine are permitted for social functions, but not spirits.
3. Children's parties are welcome up to and including the age of 12 years. No teenage or 21st birthday parties. Other family parties (anniversary celebrations, etc) are acceptable within the restrictions stated.
4. Noise levels must not cause a disturbance to neighbours (eg, no fireworks).
5. All areas of the Church & Centre are non-smoking.

6. Please note that access to the first floor of the Church Centre is by staircase only - the building has no lift.
7. There are to be no gaming events, including raffles, prize draws, etc.
8. No helium balloons please.
9. Due to a severe anaphylactic reaction risk we are a peanut and latex free environment

ACCESS & LOCKING UP

1. Security - an alarm is in operation in the Church Centre.
2. Access and locking-up will be arranged through the Church Office. One of the Church or Centre keyholders will unlock and lock the building for you at the times you have requested.
3. The Centre and Church **must** be vacated by 10.30pm.

MISCELLANEOUS

1. Posters, decorations, etc, are only allowed in locations agreed beforehand, and must only be fixed by non-marking Blu-Tack.
2. Sound / media equipment – please note no such equipment is available for hirers.

This policy was approved at the PCC Meeting dated xxx and will be reviewed every three years.