

# Use of St Matthew's Parish Rooms

*this is important—please take time to read it*

## A: Purpose of hire

### Our priorities

- 1) We prioritise activities which further our aims as a charity and a church.
  - a. We are a lively, active church so our halls are often in use, other users will occasionally need to change venue or meeting time, after a few months notice;
  - b. Local community members & organisations take precedence over others;
  - c. Christian groups may use our halls free-of-charge, subject to clause 2 below.

### Christian groups

- 2) It is not easy for the public to tell the difference between our own church groups and other Christian activities in our halls. Therefore, we only accept bookings from these groups with an established relationship with St Matthew's:
  - a. our current list of "mission partners" agreed by our mission committee;
  - b. current members of our church electoral roll using the halls for a Christian activity;
  - c. groups which share our aims and ethos and which are well known to our staff team.

### Spiritual or campaigning groups

- 3) St Matthew's church could be perceived as endorsing views promoted from our premises. Therefore we need written information about your aims and can't accept bookings for purposes associated with:
  - a. other religions, spiritualities or philosophies;
  - b. party-politics, campaigning, debates or awareness-raising;
  - c. meditation, alternative medicines, or ethical controversies.

## B: Payment for hire

- 4) The rate for hire of the premises is regardless of the number of rooms actually used by the hirer:

	rate per hour	deposit
Weekly or fortnightly users	£12	£100
Irregular users	£22	£50

- 5) Payment of the hire fees is to be by cash, standing order or cheque, made out to "St Matthew's Parish Rooms", and is to be made in advance on collection of keys during office hours (9.30-5pm, Monday-Friday).
- 6) The deposit, less any amount retained at our discretion for the cost of cleaning, damage, or removal of items left on the premises, will be returned within seven days of the return of the keys.

## C: How the premises are to be used

### Respect for neighbours

- 7) All activities are to end, and the premises vacated by 10.30pm. Users are asked not to be noisy and to be considerate of neighbours. If using signs outside the premises, make sure they do not obstruct the pavement. There is free parking in the church car park.

### Care of the premises and their contents

- 8) Proper care must be taken of the premises and of their contents. Users are asked to be careful not to damage the walls or doors when putting up posters, and to use the cord pulleys to open & close the curtains. Chairs, tables, kitchen & cleaning equipment are available, but other items in cupboards are only for the relevant church group.

### Nothing to be stored on the premises

- 9) Any items left on the premises without such agreement will be disposed of and the cost for disposal will be taken out of the deposit.

### Cleaning

- 10) When cleaning:
  - a. Leave the kitchen clean and tidy, and empty waste bins into the large blue bin outside; spray & wipe surfaces
  - b. Sweep all the rooms used; mop the kitchen floor, but NOT the polished floor of the main hall, that will destroy the surface;
  - c. Flush the toilets and leave them tidy with the taps turned off.

## **Locking**

11) Before leaving, ensure that:

- a. all lights are switched off, including the toilets;
- b. all heating used has been turned off;
  1. electric heaters in the small rooms; turn on/off using on/off button on control panel
  2. gas heater in the main hall; use the booster switch behind the curtain to give you up to 2 hours heat at a time and if you need longer you can re-set the booster switch;
- c. the premises are left secure:
  1. all windows are closed;
  2. all doors are locked.

12) Malfunctions or damage should be reported to Helen Wilson on 01223 363545 or [office@stmatthews.uk.net](mailto:office@stmatthews.uk.net).

## **Safeguarding Policy (for work with all under 18s & vulnerable adults)**

13) Users do need to have their own safeguarding policy, and health and safety protocols in place, the responsibility for the wellbeing of the group is theirs alone. We are very willing to help any group with their safeguarding policy and procedure if needed.

updated July 2018