

**Kirkcaldy
Congregational
Church**

Let of Halls

Kirkcaldy Congregational Church

Guidelines for the Letting of Church Halls

Specific Rules for use of Halls and associated facilities

1. Booking

Applications will normally be in writing or by email, sending any request to Kirkcaldy Congregational Church (the Church) via the Minister or one of the Deacons, who will consider the request as quickly as possible. Normally they will respond in writing or by email, and two copies of this document will require to be signed by the hirer and an Office Bearer on behalf of the Church. Both parties will hold a copy for information.

The request for use of any part of the Church Premises should clearly identify the applicants(s) and any organization which they represent. It should also state the activities which it is intended to carry on in the premises, the number of persons expected to attend and the dates or dates or occasions on which the applicant(s) wish to use the premises.

2. Payment

No formal payment is normally required, as the halls are seen as a resource available for the benefit of the community. However a donation towards the cost of heat and light is normally expected, though this may be waived at the discretion of the Diaconate.

3. Use of premises

- The Church reserves the right to refuse any applicant the use of premises or part thereof. For example, this might be the case if the potential let is not in keeping with the inclusive values of the Church or if there are risks involved which the Church believes would be unacceptably high.
- The hirer shall use the premises only for the use or uses specified in the hirer's application. The premises shall not be sub-let.
- Any constructions required in connection with the occupation of the premises by the hirer, including any outside constructions, signboards and the like, shall be subject to the approval of the Church and shall be erected, taken down and removed all at the cost of the hirer.
- The hirer shall be responsible for any damage done to the premises or the fittings or furniture therein during the time of occupation and shall be bound to meet the cost of reinstatement or repair.
- No Smoking is permitted.
- No sale of alcohol is permitted.

- In the letter of application an indication is required of the numbers expected to attend, and any agreed limits are expected to be adhered to in the interests of safety. The hirer shall be responsible for maintaining order in connection with the occupation of the premises and shall arrange that effective control is provided at all doorways which may be necessary so as to allow free access and exit.
- All hirers, including organisations, must leave the premises in a clean and tidy condition. Failure to comply may result in the let being terminated.
- Arrangement will be made to ensure access, including where appropriate the provision of keys. The hirer is responsible for checking that all gas and electrical appliances are left in a safe condition, that the hall and any auxiliary rooms have been vacated, and that on leaving the building is secure.

4. Health and Safety

The following must be observed, and copies of any associated documentation must be provided if requested.

- The hirer must hold adequate insurance, including public liability insurance with a minimum indemnity of £5 million and shall forward evidence of such cover to the Diaconate. The hirer is advised that Kirkcaldy Congregational Church can accept no responsibility in respect of loss or theft of articles from the premises during the let or any articles left on the premises at any time. Neither does it accept responsibility for any loss or damage, including personal injury and death, resulting from the premises proving to be unsuitable for the hirers intended use.
- If activities for Children, Young People or other vulnerable individuals are intended, then the Church will require that evidence is provided that adequate safeguarding policies are in place and any required disclosures have been completed.
- The hirer is required to ensure compliance with the Food Safety Act 1990 and any subsequent related regulations, and ensure that those involved in food preparation are adequately trained.
- Hirers must make themselves aware of Fire Regulations and procedures in force and as outlined in the fire evacuation notices displayed in the halls.
- Hirers must ensure that all electrical and other portable equipment is fit for its intended purpose, and is in good working order. Any specialist equipment must only be used by those trained to do so. The hirer shall not interfere with electrical fixtures and fittings.
- Any health and safety concerns should be brought to the attention of the Diaconate as soon as possible.

5. General

Nothing shall be done in the premises and nothing shall be taken into the premises which will involve extra risk to the premises or property of the Church

unless specially sanctioned and then only upon such conditions as to safety precautions and other matters as shall be stipulated. No oil or any substance of a highly flammable nature shall be allowed in any part of the premises.

6. Agreement and Understanding

I have read the above guidelines and understand their implications. In signing this document I agree with their terms. I also confirm that my organisation has the following:

- Adequate insurance cover (including Public Liability)
- Safeguarding policies and evidence that disclosures have been obtained. (please state if these are not required)

The let is agreed for: _____ (day) _____ (times)

from: _____ (start date) to _____ (end date)

Summary of intended uses

I have / have not been issued with keys for the premises (delete as appropriate)

Signed on behalf of Hirer/Organisation:

Signed: _____ Date: _____

Signed on behalf of Kirkcaldy Congregational Church

Signed: _____ Date: _____

Please ensure the following are attached:

Copy of Application letter/email (including intended use, dates, times, numbers etc)
Copy of Insurance Certificate