

SLOUGH BAPTIST CHURCH POLICY	Use of Premises Policy
POLICY NUMBER: SBCP-37	



Primary Responsibility:	Secretary	
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DISTRIBUTION

Original	Slough Baptist Church Office
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1. Purpose and Scope

Slough Baptist Church uses its buildings for the outworking of its mission with its members and with the local community and activities that are in line with its mission and values. The facilities are available for commercial hire by approved organisations in line with this policy and as approved by the Trustees.

This policy applies to the main church buildings on Windsor Road. It does not apply to the Manse or No. 34 Windsor Road.

2. Policy

Priority for the use of SBC premises will be assigned in accordance with the following:

- A. **Members and Ministries of SBC**
The use of the facilities by the ministries and activities of SBC takes precedence at all times. In the unlikely event of a scheduling problem, reasonable efforts will be made to accommodate the affected user or group, though no guarantees can be given.
- B. **Christian Ministries and Groups**
Other Christian groups are welcome to use these facilities.
- C. **Other Groups**
Other groups whose aims and presence in the community are consistent with the ethos of Slough Baptist Church.

When considering whether an enterprise or idea is acceptable, the following criteria will be used:

- The group shall have a nominated person that will be responsible for ensuring that the rules are followed and the premises is left in good condition.
- The group/activity must not undertake or promote anything that would contradict our basis of faith or bring the church into disrepute.
- The group/activity must demonstrate they have appropriate safeguarding policies in place.

- The group/activity must comply with the church's Fire Safety Policy, SBCP-07 and Health & Safety Policy, SBCP-09. They shall be responsible for conducting their own Health & Safety risk assessment.
- Groups must be covered by their own liability insurance for the activities undertaken and persons taking part. A copy of the insurance certificate is to be provided annually to the church.
- The group/activity must book rooms in advance. Bookings are subject to any changes that the church may wish to take in pursuance of its mission, with reasonable notice given.
- Approval must be given by the Trustees.
- Approval for regular or ongoing activities shall be reviewed after an agreed period (typically annually).

To assist the Trustees in assessing the suitability of a group / activity, applicants will be required to complete the form provided in Attachment 1.

Conditions of use, as provided in Attachment 2, will be provided to the applicant before a licence is agreed.

3. Responsibilities for Hiring Organisations

Slough Baptist Church will not usually provide an on-site presence during the period of hire. Hiring organisations are expected to open up, close up and leave the premises in a suitable state for the next users.

Before leaving the site, the responsible person shall ensure that:

- Everyone has left the building.
- All windows that have been opened must be closed.
- All toilets used by the group must be checked to ensure lights and wash basin taps have been turned off.
- The group is responsible for washing up and putting away any cups or plates used, and taking away their rubbish for disposal.
- If the heating has been turned on by the group during the session, it must be turned off at the end of the session and the thermostat returned to its prior setting.
- If the baptistry has been used, this should be fully drained and the cover replaced.
- The building is secure and alarmed.

4. Hire Rates

Typical hire rates for different rooms are provided in Attachment 3. These will be reviewed on a periodic basis. A moderate discount to the standard rate should be applied for regular bookings. Reasonable notice of any changes will be advised to hiring organisations.

The Trustees may choose to waive fees for organisations that are fully aligned with SBC's vision and objectives.

Attachment 2: Conditions of Hire for Facilities at Slough Baptist Church

1. The agreed fee for the use of the accommodation must be paid in advance of the hiring together with a deposit of £50, which deposit will be refunded within seven days of the hiring unless there has been any damage to the accommodation or the church's furniture and equipment for which the user is responsible and in which the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage.
2. The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.
3. The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation.
4. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
5. The church kitchen and its facilities cannot be used unless application has been made for the use thereof and express permission has been given.
6. The audio-visual and musical equipment cannot be used unless permission has been given by the church.
7. The church may be entitled at any time on giving reasonable notice to the User requiring the User to transfer, if possible, to alternative or comparable space and accommodation elsewhere within the building.
8. After the use of the accommodation, it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer must ensure that all lights are turned out and all doors and windows properly secured.
9. The User must ensure that during the use of the accommodation that no person smokes and that no alcohol is supplied or consumed.
10. The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
11. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.
12. The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
13. The User will comply with the provisions of the church's Health & Safety policy (SBCP-09) and Fire Safety policy (SBCP-07) and will ensure that all those using the facilities are aware of the appropriate safety procedures. It is the User's responsibility to bring along a First Aid kit that will serve the needs of those attending and to have someone present at the event who can perform First Aid, should it be needed. The User will appoint a person responsible for ensuring safe evacuation of the building in the event of a fire.
14. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
15. We require all external groups working with children, young people or adults at risk on church premises to:
 - provide confirmation of up-to-date safeguarding policy and procedures;
 - ensure all paid staff and volunteers have been subject to DBS checks, in line with national government guidance; see <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>
 - be able to demonstrate that all paid staff and volunteers have completed the appropriate level of Safeguarding training.

Attachment 3: Typical Hire Rates

Rates take into account the standard hire rate per hour and a one-off heating fee.

Due to the large volumes involved it can take several hours to heat rooms up to a comfortable temperature. Once at temperature, the cost to maintain the temperature is relatively low. Therefore, the heating fee is applied as a single charge, irrespective of the length of the hire.

The heating fee varies by the season and is applicable if the room is not already being used by SBC on that day.

Room / Facility	Standard Rate per hour	Heating Fee – Winter ¹	Heating Fee – Spring / Autumn ²
Worship Area – up to 25 people	£ 30	£ 45	£ 35
Worship Area – 26-75 people	£ 40	£ 45	£ 35
Worship Area – over 75 people	£ 50	£ 45	£ 35
- use of Baptistry	-	£ 5	£ 5
- use of PA / AV	£ 10	-	-
Main Hall	£ 30	£ 15	£ 10
Small Hall	£ 15	£ 5	£ 5
Small Meeting Rooms	£ 10	-	-
Kitchen Facilities – up to 25 people ³	£ 5	-	-
Kitchen Facilities – over 25 people ³	£ 10	-	-

1. Winter rates apply December / January / February
2. Spring / Autumn rates apply October / November / March / April
3. Hot water heater and sinks in the kitchen may be used without additional charge. Hire rate applies for food preparation, cooking and / or use of dishwasher.