

**ST SIMON STOCK**

**WALDESLADE**

**RULES AND HIRERS  
AGREEMENT  
FOR  
USERS OF THE PARISH  
FACILITIES**

## **INTRODUCTION**

The Parish of St Simon Stock want all Hall users / hirers to enjoy the benefits of our facilities which lie at the heart of our effort to be a welcoming community. In order that it might develop that mission, the Parish has invested a large sum of money in making the Church and Hall accessible for all.

The Parish Committee has worked hard to develop and maintain our facilities to comply with current British Standards and legislation.

To complete our obligations under the law, we have raised policies that are bespoke to our buildings, to ensure that they are able to be used safely. However, the responsibility to apply these policies, whilst using our facilities, must obviously lie with the management of any given user on the day.

Therefore, we have produced this document to clearly highlight the policies in place and to delineate where the Parish's responsibilities end and yours as **user / hirer** begin.

It is also important, therefore, that at this time, we make it very clear what we expect our standards to be in terms of care and maintenance, and cleaning of the buildings.

## **DESCRIPTION AND PARAMETERS OF USE**

The Hall and / or our external facilities are available to be used for many purposes, the limit of which has been decided by the Parish Committee.

Should your intended use be outside of those mentioned at the end of this document, you must ensure that the Parish is aware of this at the time of hire / use.

The building has physical limitations and policies that govern its use and it is essential, in reading this enabling document, that you ensure that it will suit your purpose.

It is essential that you familiarise yourself and the members of your group with all the measures that have been put in place to ensure your Health and Safety whilst using this facility.

As the signatory of the Hall users / hirers agreement, you are committing yourself to the sole responsibility of managing the facility and applying both your own and the policies mentioned within this document.

We all hope that you enjoy our facilities without accident or incident; however if either should occur, we urge you to fully record it in the relevant document provided.

We hope that you will return the Hall in the condition it was produced for you, please advise the Parish Office on 862910 immediately, should you encounter any issues when you first access the building.

## **PARISHIONERS OR OTHER PERMITTED USERS** **USE OF THE PARISH HALL**

As a Hall user and therefore manager of your particular group, you need to familiarise yourself with the following policies. These details **MUST** be highlighted to any deputy leader of your group, should such person exist.

You will be asked to sign this document and in doing so, will become the **“legally responsible person”**, whilst your particular group uses the Hall.

Once you are aware of the Rules and Safety facilities of the Hall, you have a **duty of care** to ensure that your group is aware of all the implications that affect them.

These policies contain elements of consideration for **ALL** users, both able-bodied and disabled; they also highlight the issues of “Child and Vulnerable Adult” protection.

If you are a frequent Hall user group, it is possible that your use may change week on week, or as seasons change. Please ensure that the Parish is made aware of all changes of use and of any special events that might require individual planning and consideration.

It is essential that you give the Parish at least a month’s notice of any change to your group’s leadership, in order to arrange new documentation to be raised and completed.

## **RULES, REGULATIONS AND GENERAL HALL POLICIES**

The Parish Committee reserve the right to inspect the premises at any time to ensure compliance with regulations.

### **GENERAL HALL POLICIES**

Health and Safety information detailing the key policies bespoke to our premises are located at ([Hall Notice Board, Lobby](#)).

User groups often have their own Health and Safety policies specific to the organisations to which they belong. Hall users **must** ensure that the requirements of both policies are met. Any additional safety equipment and / or physical supervision required are the sole responsibility of the user.

Guidelines for the following groups are available from Precision Safety Services Ltd, free of Charge (an A4 stamped addressed envelope is required):- Cub Scout, Scout, Brownies, Beavers, Nursery, Parent Toddler, Health, Fitness and Exercise Groups, Board / Card Games, Parties, Wakes, Disco / Live Music, Sales, Jumble Sales, Fairs / Fetes, Children's Parties, Car Park, Cycle Proficiency, Polling Station, Blood Donor, Market Research, Sunday School, Art and Craft, Photography, Exam and Education, General Assembly, Alcohol / Gamblers Anonymous, Film Clubs, Skittles and Bar / Social Club.

### **NO SMOKING**

**IT IS ILLEGAL TO SMOKE IN ANY PART OF THE PARISH PREMISES.**

### **ALCOHOLIC DRINKS**

**THE SALE OF ALCOHOLIC DRINKS IS FORBIDDEN, BUT THE HIRERS CAN PROVIDE ALCOHOLIC DRINKS, FREE OF CHARGE, TO BE CONSUMED IN THE HALL BY MEMBERS OF THEIR GROUP.**

## **ELECTRICAL APPLIANCES**

The Parish has all portable electrical appliances on its premises tested every 12 months. This is to ensure the appliances are safe to use.

**The use of temporary heating, lighting, wiring or electrical appliances is not permitted without the explicit permission of Parish Committee.**

If for any reason you have to bring an electrical appliance onto the premises, you must have a current test certification attached or available (the test being a Portable Appliance Test, known as PAT testing).

## **NOTICES**

The blind on the Emergency Exit Door must be raised when you come into the hall so that the Emergency Exit can be clearly seen.

No nails, tacks, screws, etc. shall be driven into any walls, floors, fittings, furniture or structure, or adhesive substances, blue tack, sellotape, Velcro, gummed paper etc. used on them.

## **KITCHEN**

### **PLEASE COMPLETE BEFORE LEAVING:**

**CLEAN KITCHEN**

**DISHES WASHED\***

**COUNTERS CLEANED**

**COOKER CLEANED**

**CHECK COOKER SWITCHED OFF**

**TAPS/URNS/WATER HEATER UNDER SINK, ETC. SWITCHED OFF**

**SINKS CLEANED**

**ALL RUBBISH TO BE TAKEN AWAY WITH YOU**

\*All such crockery, cutlery, glasses, tables, etc. as are used, are to be washed and dried after use and returned to their respective cupboards.

**LEAVE HALL IN A CLEAN, SECURE, ORDERLY STATE**

**LIFT (DO NOT DRAG) FURNITURE ACROSS FLOOR**

**CHAIRS & TABLES STACKED**

**WINDOWS & DOORS LOCKED**

**ALL BLINDS CLOSED**

**LIGHTS OUT**

**KEYS RETURNED TO PRESBYTERY (5 Bleakwood Road)**

### **USE OF HALL STORES**

If you are allocated space for your group, please see our guidelines on what can be stored and the upkeep of your area.

***N.B. Accidents can happen and any damage sustained to the premises, its fittings, equipment and furniture must be reported to Tanya Wilkins or Josie Ryder (01634 862910) within 24 hours.***

***In the instance of damage to gas or electrical appliances / fittings, etc. or in an EMERGENCY ie. FIRE, etc.***

***Please Notify the Parish Immediately on 07915 601076***

**R C ARCHDIOCESE OF SOUTHWARK**

**PARISH OF ST SIMON STOCK WALDESLADE**

***This agreement is for the temporary use of Church facilities. The User / User Group agrees to the above terms and conditions and will abide by any rules contained within this agreement or any others introduced at a later date.***

***Please note that all persons using these facilities do so at their own risk. The person/s or organisation hiring these facilities will be responsible / liable for any damage or injury occurring from or as a result of misuse or reckless use.***

***These guidelines are for the safety of all people using these facilities and it is the sole responsibility of the hirer to ensure that they are fully adhered to at all times.***

ALSO PLEASE NOTE THAT IF YOU WISH TO HIRE THE PARISH HALL ON A SUNDAY, IT WILL ONLY BE AVAILABLE FROM 1PM ONWARDS AND NO FOOD OR OTHER ARTICLES CAN BE BROUGHT INTO THE HALL BEFORE THAT TIME.

**Facilities being used .....**

**Reasons for Hire / Use of Facilities .....**

.....

**Date of Use ..... Time of Use .....**

**User Name .....**

**User Address .....**

.....

**User Telephone .....**

**User email .....**

**User Signature ..... Date .....**

**Approved By ..... Date .....**