



Trafalgar Road Baptist Church
Horsham, West Sussex, RH12 2QL
Tel: 01403 240729
Email: bookings@trbc.info
www.trbc.info
Registered Charity N° 1128639

It is the intention of TRBC that the Church should actively seek to use the building for any activity that **primarily** furthers the aims of the church. The church does not provide the sort of services that a commercial company would provide. All charges are worked out to cover the cost of operating the building.

Lettings Policy 2018

1.0 Lettings Policy

- 1.1** All bookings must be in accordance with the Letting Policy and in keeping with clauses 2 & 3 of the Governing Document of the Church (see below) and any application that is not compatible with either the purpose or the beliefs as laid out in the Governing Document will be refused.

2 PURPOSE

The principal purpose of the Church is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

3 BELIEFS

As a Member of the Baptist Union the Church subscribes to the Union's Declaration of Principle:

"That our Lord and Saviour Jesus Christ, God manifest in the flesh, is the sole and absolute authority in all matters pertaining to faith and practice, as revealed in the Holy Scriptures, and that each church has liberty, under the guidance of the Holy Spirit, to interpret and administer His laws.

That Christian Baptism is the immersion in water into the name of the Father, the Son and Holy Spirit, of those who have professed repentance towards God and faith in our Lord Jesus Christ who 'died for our sins according to the Scriptures; was buried, and rose again on the third day'.

That it is the duty of every disciple to bear personal witness to the gospel of Jesus Christ, and to take part in the evangelisation of the world."

Excerpt from TRBC's Governing Document

- 1.2** The agreed fee for the use of the accommodation must be paid in full 5 working days in advance of the hiring.
- 1.3** A booking is provisional until the cash deposit of £50 is paid. The deposit will be refunded within seven days of the hiring unless...

a) there has been any damage to the accommodation, furniture or 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.

b) we need to cover extra cleaning costs where the building is not left fit for use, including all rooms used, general areas and toilets.

If it is a recurring letting a new deposit will be required before the booking can continue.

- 1.4** All recurring lettings are on a term by term basis and invoiced accordingly. Individual occurrences if cancelled by the hirer with less than 21 days' notice will still be charged at normal rate.
- 1.5** In the event of a cancellation within 7 days of a single letting on the part of the User half of the deposit will be retained. (Recurring lettings see 1.4 above)
- 1.6** The earliest access to the building is 8am and the building will be secured no later than 11pm. Please allow adequate time for clearing up and removing any personal items before this. All lettings are charged at the hourly rate for whole hours or part thereof. Late exit will be charged at £10 for each ¼ hour or part thereof over time.
- 1.7** No act of worship other than Christian will be allowed upon the premises.
- 1.8** No exercise activity rooted in a spirituality other than Christian, such as Yoga, Tai-Chi nor any martial art will be allowed on the premises.
- 1.9** No activity that undermines the purposes or beliefs or brings the name of the church into disrepute will be allowed upon the premises.
- 1.10** The church retains control, possession and management of the accommodation and the User has no right to exclude the church from the premises.
- 1.11** 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.
- 1.12** The accommodation may only be used by the organisation and for the purpose and during the period indicated on the booking form submitted to the church.
- 1.13** The church may with one week's notice cancel any booking to facilitate the holding of a Christian Worship Service such as a wedding or funeral without providing alternative accommodation on site. However the Church intends wherever possible to avoid cancellation and to accommodate such a booking in alternative space in the building.
- 1.14** The church may be entitled at any time on giving reasonable notice to the User to require the User to transfer if possible to alternative or comparable space and accommodation elsewhere within the building.

- 1.15 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 User must ensure that all lights are turned out and all doors and windows properly secured. Where alarm fobs are issued the User must ensure that the building is secure and alarm set before departure.
- 1.16 All crockery/cutlery used needs to be washed up and put away by User. If kitchen has been used, there are instructions to be followed on the back of the kitchen door.
- 1.17 The User must ensure that during the use of the accommodation that no person smokes on church premises including the outside areas of the church.
- 1.18 The User is to ensure that no alcohol is supplied or consumed on church premises.
- 1.19 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.
- 1.20 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. A copy of the User's public liability insurance is to be submitted with the application if using the building 4 or more times during the year.
- 1.21 The User agrees not to bring any electrical equipment onto the premises without a current PAT certificate a copy of which is to be submitted with the application.
- 1.22 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.
- 1.23 The User is responsible for ensuring their activities comply with the provisions of the church's Health and Safety policy and must ensure that all those using the accommodation are aware of the appropriate safety procedures and Fire evacuation plan.
- 1.24 The Church is in a residential area and the User is to ensure that those attending their event or activity enter and leave the premises without causing disturbance to our neighbours, particularly when activities are ending after 8pm.
- 1.25 The Church is a Fairtrade Church. Any tea or coffee used in the building must be Fairtrade and any other items where possible.
- 1.26 Free WIFI is available in the church for groups at request. Only a member of staff can issue the password.
- 1.27 There are thirteen car parking spaces clearly marked on site. However the walkway is not to be blocked to pedestrian access at any time. It is the responsibility of the group leader to make sure a car isn't taking up more than one space and other cars aren't being blocked in. All cars are parked at owner's risk. Users are to advise their guests to park considerately. Any justified complaints about parking will result in loss of deposit.
NB. 108 Trafalgar Road is a private residence and the gates are not to be obstructed at any time.

- 1.28** If the User requires the kitchen to provide a meal, it is the Users responsibility for food hygiene. The church's food hygiene certificates don't cover any outside groups using the kitchen to prepare food.
- 1.29** Where premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document 'Safe from Harm'. It is the User's responsibility for matters regarding safeguarding for children and young people. More information can be found at <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>
- 1.30** First Aid boxes are in the kitchen, behind reception or underneath the sink along the upstairs corridor. If you use anything from the First Aid box, please let someone in the office know.
- 1.31** The Church reserves the right to discount or waive entirely the hiring fee for uses the Leadership deem to be in keeping with the charitable purposes of TRBC or of particular value to the community.
- 1.32** The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.

2.0 Fire Exit Strategy

2.1 Users Should:

- Familiarise themselves with the fire exit strategy and carry out a risk assessment for their event.
- Ensure that "Designated Persons" and "Buddies" understand their role and responsibility.
- On activation of the alarm or discovery of a fire call 999 and request the relevant emergency services attend Trafalgar Road Baptist Church, Trafalgar Road, Horsham RH12 2QL. If no member/staff of TRBC is in the building, call the church staff on the numbers provided in the folder behind reception.
- Have an attendance list which is to be left on the main reception desk. This is to be removed if possible upon evacuation and used to ensure all people are evacuated or appropriate search and rescue activities take place if required by emergency services.
- User should sign in/out when arriving and leaving the building. If they don't have a list of those who are attending, then all must sign in the book and it is the group leaders responsibility to make sure everyone has signed out.
- Fire exits are clearly marked and shouldn't be blocked by anything or anyone

2.2 Designated Persons:

- The User must designate a responsible person (not a minor) for each room in use.
- It is the designated person's responsibility to read the fire safety notice displayed in the room and to ensure the room is evacuated upon any activation of the alarm and at the end of the hiring, before locking the door.

2.3 Disabled Persons:

- If a disabled person or persons attend an event on the first floor the User is to designate a "Buddy" for each disabled person.
- In the event of an emergency evacuation of the building the "Buddy" is to assist the disabled person to the Refuge Point which is outside the lift on the first floor landing. The Buddy then exits the building and reports the presence and name of the person in the refuge, to the attending emergency services.



2.4 Assembly Point:

- The Assembly Point is on the car park adjacent to the Log Cabin and clearly marked.



Insurance Note

TRBC has Public Liability Insurance that covers private hirers as follows.

Indemnity to private hirers

The indemnity provided includes liability incurred by any persons hiring your premises in connection with the organisation of a private social event on no more than three occasions per hirer during the period of insurance.

The most we will pay under this extension inclusive of all damages, costs and expenses is: £2,000,000 any one event;

What is not covered

We will not provide an indemnity in respect of the following:

- a) Liability arising out of food and drink supplied at the event where such goods have been supplied by a professional caterer.
- b) Liability arising out of the use of bouncy castles or other inflatables, fly walls, bungee equipment or any similar activity equipment.
- c) Liability arising out of any organised sports activities.
- d) Liability arising out of any other activity of a hazardous nature.
- e) Liability assumed by agreement unless liability would have attached without such agreement.
- f) Liability which is insured elsewhere under any other policy.

If your hiring involves any of the above you are not covered by TRBC's insurance and must obtain your own. TRBC reserves the right to require Users to indemnify the church for any activity deemed to be covered by the above exclusions.