

**Parish Church of Our Lady  
St John's Wood  
54 Lodge Road  
NW8 8LA**

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

## **INTRODUCTION**

The Parish Church of Our Lady 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, Halls and Presbytery accessible for all.

The Fabric 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 Fabric 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, you must 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 and your groups 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.

## **PARISH OR 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; you should also consider 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**

### **PREMISES AND HALL MANAGEMENT COMMITTEE**

The Premises and Hall Management Committee reserve the right to inspect the premises at any time to ensure compliance with regulations.

### **GENERAL HALL POLICIES**

The Parish Hall is limited to **100** for Health and Safety reasons.

There are no telephones fitted in the Parish Hall. You are required to carry a working mobile phone to enable the emergency services or the Parish Priest to be contacted if needed.

Health and Safety information detailing the key policies bespoke to our premises are located at **Hall Foyer**.

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.

## **EMERGENCY EVACUATION**

You, as group leader, when using the Parish Facilities are responsible for the safety of those using these facilities with you. In the event of an emergency, **if it is safe to do so**, you should check all your group have safely vacated the premises before leaving yourself.

After leaving the premises yourself you should report to the Parish Priest at the Assembly Point that all your group has, or has not safely escaped.

## **NO SMOKING**

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

## **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 electrical heating is not permitted without the explicit permission of the Premises and Hall Management Committee.**

If for any reason you have to bring any other 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) or use a Portable Residual Current Device.



## **DISABILITIES**

If any person in your group have any disabilities then you are responsible for ensuring they have sufficient and suitable assistance whilst using the facilities. Assistance includes, but is not limited to:

- Providing extra audible or signed Emergency Alarm warning.

- Providing assistance if an Emergency evacuation is required through the rear Hall doors.

### **PLEASE COMPLETE UPON OPENING:**

- Unbolt both sides of the front door.
- Ensure all Emergency Exits are clear of obstructions.
- Familiarise yourself with the locations of Fire Fighting appliances.
- Familiarise yourself with the locations of First Aid boxes.
- The use of ladders is only permitted with the authority of the Parish Priest or his representative.

### **SETTING UP AND USING THE HALL:**

- Lift (do not drag) furniture and games equipment across floor.
- Use Trolleys when moving more than 2 chairs.
- 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.
- Ensure no children under the age of 12 are allowed in the kitchen, and none between 12 and 16 unless supervised by a responsible adult.
- Ensure no cleaning products are brought into the Parish. Only the supplied hand cleaners and washing up liquid are permitted for use without the authority of the Parish Priest.
- Gas heaters, and any other items which present an additional fire risk may only be used with the permission of the Parish Priest. If permission is given then all precautions must be taken that they can not introduce additional fire hazards.

### **PLEASE COMPLETE BEFORE CLOSING:**

Check cooker switched off

Taps, urns etc switched off

Rubbish carefully packed in bin liners.

All perishable food is removed from the premises.

All used crockery, cutlery, glasses, tables, etc. are washed and dried after use.

Chairs & tables stacked in the Hall store room.

Leave hall in a clean, secure, orderly state.

LIGHTS OUT

**KEYS RETURNED TO PRESBYTERY**

***N.B. Accidents can happen and any damage sustained to the premises, its fittings, equipment and furniture must be reported to the Site Manager within 24 hours.***

***(In the instance of damage to gas or electrical appliances/fittings, Please Notify Immediately).***

### **USE OF HALL STORES**

If you are allocated space for your group, storage areas are to be kept accessible, clean and tidy, and items no longer required disposed of. No Chemicals, cleaning products, gas cylinders or other items which may introduce additional fire risks are to be stored.

**RC Diocese of Westminster  
Parish Church of Our Lady, St John's Wood.**

***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.***

***Facility being used*** \_\_\_\_\_

***Special conditions*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Date of use*** \_\_\_\_\_

***Time of use*** \_\_\_\_\_

***User name*** \_\_\_\_\_

***User address*** \_\_\_\_\_

***User telephone*** \_\_\_\_\_

***User email*** \_\_\_\_\_

***User signature*** \_\_\_\_\_

***Dated*** \_\_\_\_\_

***Approved by*** \_\_\_\_\_

***Dated*** \_\_\_\_\_