

**St Teresa of the Child Jesus,
Roman Catholic Church**

**291 Shenley Road
Borehamwood
WD6 1TG**

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



INTRODUCTION

The Parish of St Teresa of the Child Jesus wants 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, that you ensure that it will suit your purpose.

It is essential that you familiarize 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 / hirer's 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 Sue Partington / Fr Dominic McKenna, immediately, should you encounter any issues when you first access the building.

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.

The Hirer shall during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric & contents from damage and the behavior of all persons using the car parking arrangements so as to avoid obstruction of the highway.

The Hirer shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those (if any) already held by the Parish. The Hirer is responsible for the observance of all regulations affecting the premises imposed by Licensing Justices, The Fire Authority, and Local Authority or otherwise.

The Hirer shall be responsible for making adequate arrangements to insure against any third party claims which may be made against the Hirer or his/ her organisation whilst using the premises.

The Hirer shall not sub-let or use the premises for any un-lawful purpose or in any un-lawful way do anything or bring on to the premises anything which may endanger the premises, their uses or any insurance policies relating thereto.

The Hirer shall, if selling goods on the premises, comply with all relevant fair trading laws and any local codes of practice issued in connection with such sales.

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

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

Health and Safety information detailing the key policies bespoke to our premises are located on [the hall notice board](#). User groups often have their own Health and Safety policies specific to the organizations 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.

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.

Children between the ages of 11-16 are only permitted in the kitchen area if supervised by a responsible adult. No children under the age of 11 are permitted in the kitchen at any time.

No candles may be lit at any time without specific permission of the Parish Priest.

First Aid facilities are provided in the kitchen and may be used on a self-help basis. Please complete the accident book.

The fire assembly point is at the front of St Teresa's Church and the group leader must report to the senior person that their group has / has not safely vacated the building.

If the hire of the hall takes place on a Saturday then the church car park should not be used after 5pm as parishioners attending Mass at 6pm have priority. Please use one of the nearby car parks.

User groups often have their own health and safety policies specific to the organizations to whom 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. **The use of Bouncy Castles in the hall is not permitted.**

A deposit of £100 is required, this will be returned once the premises have been inspected and found to be in a satisfactory condition. The Hirer will indemnify the Parish in respect of the cost of any repair of any damage done to any part of the premises, including the curtilage thereof or the contents of the building, during or as a result of the booking. Also in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.

EMERGENCY EVACUATION

You, as group leader, when using the parish facilities, are responsible for the safety of those using the facilities with you. In the event of a fire, **if it is safe to do so, you** should check that your entire group has safely vacated the premises, before leaving yourself.

After leaving the premises, you should report at the assembly point that your entire group has / 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 heating, lighting, wiring or electrical appliances 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:

- 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 10 are allowed in the kitchen and none under 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 cannot introduce additional fire hazards

PLEASE COMPLETE BEFORE CLOSING:

Check cooker switched off

Taps, urns etc switched off

Rubbish carefully packed in bin liners **and taken away with you**

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.

Table tops to be cleaned

Leave hall in a clean, secure, orderly state.

Windows & doors locked

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 -St Teresa of the Child Jesus

This agreement is for the temporary use of Parish Centre 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. The Hirer acknowledges that no tenancy is intended to be created between the Parish & the Hirer and no relationship of Landlord & Tenant exist between them.

The premises are to be let out on the basis that they will not be used for any purpose which is contrary to the teachings of the Catholic Church or which could cause offence. At all times the Catholic nature of the premises is to be respected. Any breach or potential breach of this provision will mean that the use of the premises is withdrawn.

Purpose of Hiring: _____

Date and hours of hiring: _____

User Name: _____

User address: _____

User telephone and email: _____

User signature & date: _____

Protecting your privacy: Any personal details that you provide to this parish, (name, address, email, telephone number etc.) will be held on file & stored on the parish computer securely to enable us to complete your bookings efficiently. **You can read our full privacy policy on rcdow.org.uk/diocese/privacy-policy**