



CONDITIONS OF USE FOR OUTSIDE GROUPS USING ST MOLUA'S CHURCH HALLS

GENERAL REGULATIONS

BOOKING

1. All bookings to be made on the application form supplied.
2. All bookings are subject to the approval of the Select Vestry.
3. All bookings should be recorded by St Molua's Church in the Bookings Diary.
4. In so far as possible, users block booking for a prolonged period should do so well in advance.
5. Where users are given a key for the premises a "Key Declaration" must be signed.

CLEANLINESS

1. Leave the premises and equipment clean and tidy.
2. Rubbish should be removed and placed in the appropriate outside bin.
3. Wash and put away any cutlery, utensils and dishes you have used.
4. Check the toilet facilities have been left in a satisfactory condition.

DAMAGES, ACCIDENTS AND INCIDENTS

1. Notify the Hon. Secretary of any breakage, damage or accident within 48 hours.
2. Report accidents and incidents in the manner required by Safeguarding Trust.
3. Immediately notify the Hon. Secretary in the event of an emergency that occurs while your group is present e.g. fire, broken water pipe, police, fire, ambulance *etc.*
4. It is the responsibility of the group using the hall to call the appropriate emergency services. Please note that there is no longer a landline on the premises. Users must ensure that they have access to a working mobile phone.

CHILD PROTECTION

St Molua's operates the Church of Ireland Child Protection Policy - Safeguarding Trust. All Church groups are required to fully comply with its regulations. All outside groups must adhere to similar regulations and complete a 'Common Protocol Agreement' form.

EQUIPMENT

1. Those using the premises must ensure that any electrical equipment brought onto the premise conforms to British Safety Standards and has been subject to appropriate Portable Appliance Testing (PAT) by a qualified electrician.

2. The use of portable heating appliances or unusual equipment e.g. Bouncy Castle, requires prior permission from the Select Vestry.
3. No equipment, furniture or other articles can be left or stored on the premises without the permission of the Select Vestry.

HEALTH & SAFETY

1. Those using the premises must comply with the Church's Health and Safety Policy.
2. Those using the premises will comply with all statutory requirements with regard to Health and Safety.
3. Fire exits must be kept clear at all times.
4. All groups regularly using the premises must conduct fire drills from time to time.
5. Those using the premises are responsible for the efficient supervision of the premises, including the effective control of children and the orderly admission and departure of persons from the premises.
6. St Molua's operates a No Smoking policy.
7. No alcohol may be supplied or consumed on the premises without the permission of the Select Vestry.
8. No flammable substances in the building.
9. The kitchen can only be used for catering and food preparation by those with the appropriate Health and Hygiene certificates.
10. No children are allowed into the kitchen unless supervised.

FIRE SAFETY

The designated leader is responsible for implementing the evacuation procedure in the event of a fire.

CAR PARKING

1. We have limited on-site parking with priority given to those with restricted mobility. Please park considerately, bearing in mind that members of other organisations may also be using the church and hall buildings.
2. Additional daytime parking may be available in the public car park on the opposite side of the main road. On street parking is available in the nearby Rosepark and Summerhill areas.
3. Parking on the Upper Newtownards Road itself is not recommended as bus lanes operate during most of the week. Rosemount Avenue, which runs down the side of the church grounds, is a private road on which parking is **not** permitted.

OTHER

1. No animals shall be allowed on the premises except in the case of trained assistance dogs, or by permission of the Select Vestry.

2. No activity that may be considered dangerous, immoral, illegal or a nuisance to others, may take place on the premises.
3. No spiritual/religious activity that is not in keeping with a Christian ethos is allowed on the premises. The Minister in charge will decide in these matters.

UPON LEAVING

1. Clean up litter and spills and place litter in bins outside.
2. If food/beverages have been served please ensure leftovers are either disposed of properly or taken home.
3. Restore rooms and equipment to the way they were found.
4. Make sure all electrical equipment and appliances have been switched off i.e. oven, cooker, grill etc and any portable equipment, kettles etc unplugged.
5. Make sure that heating, if used, is turned off.
6. Check fridge and freezer have NOT been turned off.
7. Ensure that all taps in ALL toilets/kitchen are turned off. The hot water tap runs off mains gas and all water is metered. A tap running overnight would be very expensive!
8. Ensure all outside doors and emergency exits are locked.
9. Ensure all windows are closed.
10. Turn off all lights including those in toilets and in the back corridor.
11. Check all group members have left before locking the exit door.

The user agrees to be bound by these conditions

Name: _____

Name of Group: _____

Signature: _____

Date: _____

A COPY OF THIS AGREEMENT SHOULD BE RETAINED BY THE HALL USER AND ST MOLUA'S CHURCH, WHERE IT WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER.

NB. All information will be held in accordance with current data protection legislation.