

## **St Edward the Confessor – Lettings Policy**

1. A booking form should be completed and the agreed fee for the use of the accommodation will be invoiced, payment being expected within 15 day of receiving the invoice.
2. The PCC retains control, possession and management of the accommodation and retains the right to exclude particular user groups whose aims are not based on equality and inclusion.
3. 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.
4. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church and that no sub-letting is allowed.
5. The User must take note of the conditions in the checklist. After use of the accommodation it must be left in a clean and tidy condition. See Appendix for vestry checklist.
6. The User must ensure that during the use of the accommodation that no person smokes and that nothing is done on the premises to cause a nuisance, annoyance or disturbance to other persons using the premises or our neighbours.
7. The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior agreement from the PCC.
8. 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.
9. 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.
10. The User will comply with the provisions of the church's Health and Safety policy and will ensure that all those using the accommodation are aware of the appropriate safety procedures.
11. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
12. We require all external groups working with children, young people or adults at risk on church premises to provide confirmation of up to date safeguarding policy and procedures.

### **Table of Charges**

#### **A) Church groups** (e.g. Coffee Club, Flower Guild etc.)

There is no charge for using the facilities either for fund raising or pastoral use.

#### **B) Existing Hirers**

**Shiremen** - Donation

#### **C) New Hirers including Barnsley MBC**

**a) Church** - By negotiation

**b) Vestry** - £20 per hour

**Last reviewed May 2024**

## Hiring Agreement for St Edward the Confessor Barnsley Church / Vestry

THIS AGREEMENT is made on ..... day of ..... 20.....

BETWEEN THE PAROCHIAL CHURCH COUNCIL (PCC) OF St Edward's Church

and the person(s) or body named below ("the Hirer") whereby in consideration of the sum(s) mentioned in paragraph 4 below:-

**A. The PCC agree to permit the Hirer to use the premises or part(s) of the premises designated in paragraph 4 for the purposes and period(s) and at the hiring fee specified below:-**

1. Purpose of Hiring .....  
Period of Hiring .....
2. Date(s).....
3. Hours from ..... to .....
4. Description of rooms and facilities to be hired .....
5. Hiring Fee £ .....
6. payable on or before .....
7. PCC's authorised representative: .....
8. Telephone number .....

**B. THE HIRER agrees to observe and perform the provisions and stipulations contained or referred to in the PCC's Lettings Policy for the use of the premises.**

**C.**

1. Hirer .....
2. Organisation (if applicable) .....
3. Contact Address .....  
.....
4. Telephone number .....

## **Appendix**

### **Vestry checklist**

1. **Sign in** – Signing in book is in the lobby
2. **Hot water for drinks**  
Switch on at the front panel, the display will change from “standby” to “wait”. After approximately 15 minutes the display will change to “ready” and water can be dispensed at 96°C.
3. Switch on the water heater for hand washing above the sink.

### **When leaving the vestry.**

1. Please leave all furniture and equipment in the same position as at the commencement of the hiring
2. Switch off the drinks water heater at the switch on the front panel, you may have to wait for it to change from “Filter Flow” to Ready.  
DO NOT switch off the water boiler at the mains socket.
3. Switch off the water heater for hand washing leave the switch to the right on.
4. Make sure the fridge and freezer doors are fully closed
5. Ensure all lights are turned out
6. Ensure all doors and windows are properly secured