

## HISTON BAPTIST CHURCH CONDITIONS FOR USE OF THE CHURCH PREMISES

### Definitions:

**User:** The group, organisation or person hiring the premises or part of the premises

**Group Leader:** The person with responsibility for a particular event on the day

**HBC Leadership Team:** The Diaconate, Elders and Minister(s) at Histon Baptist Church

**Bookings Secretary:** The person responsible for administering the booking process at Histon Baptist Church

### Updates:

**September 2020** – updated with special conditions relating to Coronavirus (Paragraph 11)

**July 2021** – updated further in relation to Coronavirus (Paragraph 11)

**March 2022** – updated further in relation to Coronavirus (Paragraph 11) + updates to Cancellation Of Use (Paragraph 9) + other minor updates

### 1. GENERAL CONDITIONS

- 1.1. The agreed fee for the use of the accommodation must be paid after receipt of the invoice or as agreed with the Bookings Secretary.
- 1.2. Setting up and clearing away time must be included in the total hours booked.
- 1.3. 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.
- 1.4. 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.
- 1.5. Where children are present at an event, the User agrees to either:
  - 1.5.1. comply with the guidelines set out in the church's Safeguarding Children & Young People Policy Statement, which can be viewed on the HBC website
  - 1.5.2. or provide HBC with a copy of their own Safeguarding Policy
- 1.6. Where adults at risk are present at an event, the User agrees to either:
  - 1.6.1. comply with the guidelines set out in the church's Protection of Adults at Risk Policy, which can be viewed on the HBC website
  - 1.6.2. or provide HBC with a copy of their own Safeguarding Policy
- 1.7. The accommodation may only be used by the User for the purpose, and during the period indicated on the Bookings Form submitted to the church.
- 1.8. The User shall affect their own Public Liability insurance cover for their use of the premises as advised by their Insurer/Agent.
- 1.9. The User must not leave in the premises 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 provision of any such specified and agreed storage facilities.

- 1.10. Posters, publicity and other similar items must not be fixed to the building unless agreed in advance with the Bookings Secretary.
- 1.11. The User shall not bring onto the premises any portable electrical appliances without first obtaining permission from the church administrator, and any such appliance must carry a PAT electrical testing certificate. For regular Users, HBC can carry out the PAT tests when the church's equipment is tested each year, but this service is chargeable.
- 1.12. The User and attendees at events organised by the User may use the HBC car park, but must not park on the driveway which leads up to the car park or on the grass verges.

## **2. ROOM CAPACITIES**

- 2.1. The normal maximum capacity for rooms that can be booked is as follows (but see 11.4):
  - 2.1.1. Worship Area : 200 seated or 400 standing
  - 2.1.2. Church Hall : 100 seated
  - 2.1.3. L-shaped Room : 40 seated
  - 2.1.4. Creche Room : 15 seated

## **3. GENERAL HOUSEKEEPING**

- 3.1. The User must leave all rooms that they use in a tidy and clean state, ready for the next group to use. It is expected that the User will sweep or vacuum them prior to leaving the premises.
- 3.2. All furniture must be returned to the designated storage areas.
- 3.3. Areas within the premises such as corridors, kitchen, toilets etc. may be shared with other groups or organisations, therefore should be kept tidy at all times.
- 3.4. The toilets, entrance way and corridors will be regularly cleaned by persons designated by the HBC Leadership Team, but the User must clean any excessive mess created by them.
- 3.5. If you find something is broken or needs repairing, please record this in the repair book that is kept in the Administration pigeonhole in the corridor.
- 3.6. All corridors must be kept clear as these are used as routes to the fire exits.

## **4. DAMAGE**

- 4.1. 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. Any damage to the accommodation or fixtures and fittings or equipment must be reported to the HBC Leadership Team or to the Bookings Secretary, and may be charged for separately.

- 4.2. All groups using the premises must be properly and adequately supervised and include a person or persons with total responsibility for the event, referred to in this document as the Group Leader.

## **5. SECURITY**

- 5.1. The User may be allocated keys to the premises, which must be returned to the Bookings Secretary, either at the end of a one-off event or after the end of a series of events. These keys must not be copied without the agreement of the HBC Leadership Team. The Bookings Secretary must be informed of any change to the named key holder.
- 5.2. The User is responsible for ensuring the premises are secure at the end of the event and this includes:
  - Closing and properly securing all external doors and windows
  - Turning off all lights
  - Ensuring that any electrical equipment used is turned off and any plugs removed from the sockets

## **6. THE KITCHEN**

- 6.1. The kitchen is used for the preparation and cooking of food and should be treated with appropriate respect. To comply with Health and Safety regulations a person in possession of a Food and Hygiene Certificate must be present when preparing food. Inappropriate use of the kitchen may cause illness.
- 6.2. Every group using the kitchen is responsible for leaving it clean and tidy after the event.
- 6.3. All work surfaces should be left clean and dry, all crockery and cutlery should be washed, dried and returned to the appropriate cupboards, and the waste bins should be emptied if full. If there are more than two bags of rubbish after the event, then the rubbish should be taken to the nearby recycling centre between Impington and Milton.

## **7. FIRE PRECAUTIONS**

- 7.1. Fire extinguishers are placed at various locations around the buildings. It is the responsibility of all Group Leaders to familiarise themselves with these locations and to ensure that the extinguishers are not tampered with.
- 7.2. The Fire Exits have either push-bars or 'Yale type' locks for opening.
- 7.3. Group Leaders should arrange their own fire drills and escape procedures, and are responsible for making sure that all attendees of their event are aware of the location of the fire exits, and have been briefed on what to do in the event of a fire.
- 7.4. In the event of a fire, Group Leaders are responsible for the evacuation of the buildings and for alerting the appropriate assistance.
- 7.5. Fire regulations require that there is "NO SMOKING" in the premises.

## **8. FIRST AID**

- 8.1. A first aid box is located in the Kitchen.

- 8.2. Accidents and injuries must be reported in the “Accident and Injury Book” located in the pigeonholes in the corridor.
- 8.3. A defibrillator machine is located on the outside wall to the right of the main entrance. The code to open the box can be obtained by phoning 999 and giving the location.

## **9. CANCELLATION OF USE**

- 9.1. The HBC Leadership Team or the Bookings Secretary reserve the right to cancel any booking in the event that the premises or any part of the building is required for parliamentary, local or other elections, or for other such extraordinary or special purposes it sees fit, e.g. weddings, funerals, special church events. This may be at short notice. HBC will not be liable for any compensation arising out of the cancellation.
- 9.2. Users may cancel a booking by emailing or phoning the Bookings Secretary. Cancellations should be made at least 24 hours before the event. If less than 24 hours’ notice of cancellation is given then the User may still be charged for the booking.
- 9.3. The User may be charged for any booking for which a cancellation has not been notified to the Bookings Secretary, even if the event was not held.
- 9.4. All charges applied in relation to cancellations are at the discretion of the Bookings Secretary.

## **10. TERMINATION OF USE**

- 10.1. The HBC Leadership Team may terminate use of the premises by the User without notice if the User breaches any of the terms and conditions herein, especially those relating to Health and Safety or if payment, as agreed with the Bookings Secretary, is not received.
- 10.2. Those using the premises on a regular basis can terminate the agreement on giving 1 month’s notice in writing. After this notice period there are no further fees to pay.
- 10.3. The HBC Leadership Team can terminate the use of the premises by the User on giving 1 month’s notice in writing.

## **11. ADDITIONAL CONDITIONS / CHANGES RELATING TO CORONAVIRUS**

- 11.1. Coronavirus Restrictions may be imposed by the HBC Leadership Team on Users of the building. These are intended to keep those using the building safe and to comply with any government restrictions or guidance in place at the time.
- 11.2. A Risk Assessment for Coronavirus has been undertaken for the HBC Premises and their general use. This is recorded in the document entitled ‘HBC Risk Assessment for Coronavirus’.
- 11.3. All bookings may be subject to prior approval, by a member or members of the HBC Leadership Team, of a Covid Risk Assessment submitted by the User for the specific event or series of events.
- 11.4. The maximum Room Capacity values stated in Paragraph 2 may be reduced by the need for safe-distancing measures, as decided by the HBC Leadership Team

after review of guidance or rules issued by the government for meetings within buildings or places of worship.

- 11.5. The User is responsible for setting any additional Coronavirus restrictions over and above those imposed by HBC, in order to protect the people attending their event from the spread of Coronavirus.
- 11.6. If required by the Government, it is the responsibility of the event organiser to record the names and contact details of those attending the event for test and trace purposes.
- 11.7. If any person at an event shows signs of Coronavirus during the event then they should be isolated from the rest of the group, and sent home with the advice that they should get a Coronavirus PCR test as soon as possible and inform the event organiser of the outcome of the test.
- 11.8. If anybody who has attended an event informs the event organiser that they have tested positive for Coronavirus then it is the event organiser's responsibility to follow this up in terms of test and trace. They must also let HBC know immediately via the Bookings Secretary.
- 11.9. If a positive Coronavirus test has been reported for somebody who has attended an event at HBC, then it is the responsibility of the HBC Leadership Team to decide whether they need to inform any other users of the building who have events organised within the next 48 hours.
- 11.10. If a positive Coronavirus test has been reported for somebody who has attended an event at HBC, then the HBC Leadership Team has the right to pass on to the event organiser the cost of a deep clean of the premises.

These conditions may be reviewed and changed at any time by the HBC Leadership Team or the Bookings Secretary, and new terms issued.

**Contact details:**

Bookings Secretary: Keith Willingham  
Minister: Revd Chris Farmer

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