

ST MARY'S CHURCH, OLD BASING & LYCHPIT

PARISH ROOM HIRE

POLICY STATEMENT

No Smoking or Vaping is permitted anywhere on the premises

The PCC

1. The PCC will allow the hire of the Parish Room in accordance with its policies and conditions of use.
2. The PCC reserves the right to refuse a booking.
3. The PCC undertakes to maintain the Parish Room in a safe condition for use.
4. The PCC reserves the right to terminate any function should it have reasonable cause to do so.

The Hirer

5. The Hirer must be 18yrs and over.
6. The Hirer is responsible for ensuring they have adequate Public Liability Insurance in place for all intended activities.
7. The Hirer is forbidden from using the premises for any unlawful purpose and from doing anything, or bringing in anything into the premises, that would invalidate insurance policies, and shall not be involved in any activity that would bring the Church or the PCC into disrepute.
8. Sub-letting of the premises is not permitted.
9. The Hirer must observe all regulations pertaining to the premises as stipulated by the PCC, including Health & Safety, Safeguarding and DBS requirements, and the Fire Authority, Local Authority or the local Magistrates court,
10. The Hirer will be responsible for any accident or injury arising out of the activity for which the room has been hired.
11. The Hirer will be responsible for the cost of any repair for any damage done to any part of the premises or its contents as a result of the hire. The PCC reserves the right to request a Damage Deposit at the time of booking.
12. Fees for the hire of the Parish Room are reviewed annually.
13. All users must abide by the Conditions of Booking and Conditions of Use.
14. This policy statement will be reviewed annually.

Revised & Approved May 2019