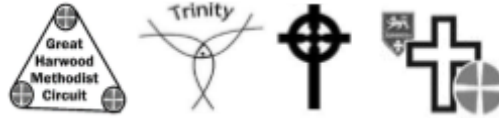


# Room Hire Policy

## Great Harwood Methodist Circuit

“Committed to CREATING SAFER PLACES  
for our church and community”



This policy was agreed at a Circuit Council meeting held on

## Statement of principles

### Introduction

Stewards play an essential role in ensuring that church premises best serve the mission of the Great Harwood Circuit. Stewards across the connexion encourage the local community to use church premises to seek, amongst other things, to;

- Create links between the local community and the URC/Methodist Church
- Support local community and youth projects
- Raise additional income to support Mission purposes

In our circuit rooms are used by church groups or hired out either under licence or for a one-off occasion.

### Church Group Users

All church run activities are insured under the church's public liability insurance. All groups should adhere to our church safeguarding policy. All rooms for such activities should be booked through the bookings secretary.

### Room Hire License

Many groups using our premises will be using them on a regular but part time basis. A licence grants the third-party permission to use the premises without having any interest on the land and therefore is not owned by them and so cannot be sold. Conditions of hire are set out in the licence and may vary from hirer to hirer. Licences will be reviewed and renewed annually.

To decide if a licence is required see **Licence Flow Chart (FM0001)**

### Responsibilities of the Church

- Show hirer around the church premises
- To complete and sign **Users and Hirers checklist (FM0002)**
- To obtain a copy of the hirer's up to date public liability insurance
- Go through and agree terms of the **Room Hire Licence (FM0003)**
- Give the hirer a copy of our safeguarding policy (**PL0001A**) and General Risk Assessment (**RA0005**)
- Ask hirer to sign **Keyholder Declaration (FM0009)**
- Issue the key after the above has been completed.

### Responsibilities of the hirer

- To provide an up to date copy of their public liability insurance
- To adhere to the conditions of their licence
- To adhere to the conditions on the key declaration form
- Read, understand and follow the updated Safeguarding Policy and the General Risk Assessment for the premises as appropriate.

## **Uniformed Organisations**

Uniformed organisations must sign declaration form XXXX to confirm that they meet all the safeguarding requirements of their particular organisation.

**The importance of public liability insurance** – the church has its own public liability insurance but this does not extend to third party users. It is therefore important that each third party has public liability insurance in force and provides the church with a copy so that the church can be satisfied that adequate cover is in place.

## **ONE OFF ROOM BOOKING**

If someone wants to hire a room for a one-off occasion such as a child's birthday party or annual meeting then **Room Booking Form (FM0011)** should be completed.

**OTHER POSSIBLE USES OF THE CHURCH** – for conditions see [tmcp.org.uk](http://tmcp.org.uk)

- Use of our church by another Christian church or congregation
- The leasing of part of our property giving the occupier exclusive possession of a defined area of our property.

The above at present are not used.

**For further details see the following links:**

[www.tmcp.org.uk/property/letting-property-and-third-party-use](http://www.tmcp.org.uk/property/letting-property-and-third-party-use)

## **Room Hire Charges Trinity**

<b>Room</b>	<b>Per Hour (£)</b>	<b>Per 3 hr Session (£)</b>
Central	25	60
Studio	25	60
Orchard	15	40
Barnmeadow	15	40
Trinity	25	60
Windsor	20	50
Jubilee	15	40
Russell	TBA	TBA
£10 Deposit for Keys		

## **Room Hire Charges - Rishton**

<b>Room</b>	<b>Per Hour (£)</b>	<b>Per 3 hr Session (£)</b>
Community Hall		
Worship Area		
Meeting Room		
Kitchen – access for drinks		
Kitchen – full access		

## **Review**

**This policy will be reviewed annually by the Church Council. The date of the next review is:**

Dated – June 2020

Signed – Rev G Hays - Chair of Church Council

Signed – C Talbot - Church Safeguarding Officer