



Romford

BAPTIST CHURCH

Hiring out / use of the church premises – Policies, Processes and Prices

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Version 7 – Updated December 2024 – amendment of logo, font and booking form

1. Our Policy

A. Overview

This document has been prepared to help people who wish to hire or use Romford Baptist Church premises and provide consistency for those responsible for hiring out the facilities.

Definitions:

- "RBC" - The Church / Romford Baptist Church
- "The premises" - The buildings and land owned by Romford Baptist Church
- "The User" - The person / organisation hiring or using the premises
- "Authorised Person" - The key-holder appointed to oversee the period of use / hire

- The premises should only be used for legal, ethical and moral purposes.
- The premises should not be used for any activity which contravenes acceptable levels of decency (as determined by the leaders of Romford Baptist Church).
- There should be no element of worship, other than Christian worship, included in the event for which the premises are hired.
- The User may be a profit-making or voluntary organisation, a community group, charitable organisation or business, or be an individual, provided all criteria are met.

The following are examples of suitable events:

- RBC's own worship services, music practices, or meetings (i.e. our normal activities).
- Christian worship services organised by outside agencies (e.g. the Hospice) or for other Christian churches – all such requests **MUST** be approved by the Minister - Team Leader. This includes services of Believers' Baptism.
- Christian and secular music concerts
- Drama/Dance performances
- Christian youth events
- Conferences and training courses, both Christian and secular.
- Funerals (for those connected with RBC or as agreed by the Minister - Team Leader)
- Weddings (those approved by the Minister - Team Leader)
- Charity Concerts, where the charity is in line with Christian principles
- Political hustings, providing there is a balance of participants
- Graduation ceremonies
- Dance events* (e.g. Barn Dances, Line Dancing)
- Dinners and dances*
- Parties*

* These would not be permitted in the Worship Area

B. Resources needed when the premises are being used

When the premises are used, we need to provide someone to open the building and secure it at the end of the event (the "Authorised Person"). They will either be a current key-holder or will be a suitable church member, entrusted with keys for the specific event. For outside bookings, they will also be required to be present throughout the hire.

We may also need to provide trained audio/visual operator(s) and, on some occasions, musicians. These will all need to be arranged and will attract a fee (see section 3, below). While the premises may otherwise be available, the booking may need to be turned away if we are unable to provide the required supporting resources.

C. Reasons for using / hiring out the premises:

- a) To enable RBC to function, for the benefit of its own members / attenders, to grow in the Christian faith, to enable outreach to take place, and to serve Christ.
- b) To allow the members to have use of the facilities, to generate a greater sense of belonging.
- c) To be able to provide a service to the community.
- d) To increase the income of the church to help pay for its outgoings.

D. Who may use / hire the premises?

- a) RBC, or its organisations, for their programme of activities;
- b) Church members, or regular worshippers, for private events;
- c) Other individuals who have a link with RBC, or perhaps attend a church-run midweek group, providing an authorised person is in attendance;
- d) The User may be a profit-making or voluntary organisation, a community group, charitable organisation or business, or be an individual, provided all criteria are met.

a) RBC, or its organisations

- This must take priority at all times and gaps must always be available to avoid inhibiting our own activities, as far as possible.
- Although the event is a church one, the Operations Manager must be contacted, to ensure the premises are available. They will then book the appropriate hall / room.
- The activity must be in accordance with acceptable standards. As it will be a church event, there are unlikely to be any issues on this point, but, if there is any doubt, the Minister - Team Leader should be consulted.
- No charge will be made for use under this category; nor will any donation be asked for or expected. However, if an organisation has its own finances, and wishes to make a donation to general church funds, they are free to do so, and the gift will be taken as "funds received re use of premises".
- Keys will be held by an authorised person, who will be responsible for leaving the premises clean, tidy and secure.

b) Church members for private events

- Such requests should be made to the Operations Manager who will decide whether the premises are available for the event, having regard to the planned or potential church programme and the availability of supporting resources.
- Permission will only be given,
 1. if the member is able to act as an "authorised person" in connection with security considerations, OR
 2. if the User arranges for a suitable church member to be the "authorised person".
- The activity should be in accordance with acceptable standards; if there is any doubt, the Minister - Team Leader will be consulted.
- No charge will be made for use under this category, but a donation in the region of 50% of the "commercial" rate will be suggested, if a guide figure is requested by the User. These funds will be classified under "use of premises".
- If the use is for business, this would come under category (d) – see below.
- The authorised person is responsible for the safety and security of the building and for those using it during the event. The member requesting to use the premises is responsible for leaving the premises clean and tidy.
- If no suitable church member is available to be the authorised person, the request for a booking cannot be accepted.

c) Other individuals (who MUST have a link with RBC)

- Such requests should be made to the Operations Manager who will decide whether the premises are available for the event, having regard to the planned or potential church programme and availability of supporting resources.
- Permission will only be given,
 1. if the person is confirmed as having a reasonable link with RBC;
 2. an appropriate church member will act as the "authorised person" and be present throughout the event,
- The activity will be in accordance with acceptable standards; if there is any doubt, the Leadership Team should approve the event.
- A charge, at the "Charity Rate" will be made for use under this category.
- If the use is business, this would come under category (d) – see below.
- The authorised person is responsible for the safety and security of the building and for those using the building during the event. They are also responsible for leaving the premises clean and tidy.
- If no suitable church member is available to be the authorised person, the request for a booking cannot be accepted.

d) Community groups, charities, businesses.

- Requests for booking the premises should be made in writing to the Operations Manager (email is the preferred method), who will decide whether the premises are available for the event, having regard to the

planned or potential church programme and the availability of supporting resources, and whether the event meets the criteria for the use of the premises,

- The request will include details of the proposed User (website address should be given, if there is one) and details of the planned activities. Bookings that have exercise which may be linked to other forms of spirituality (such as yoga or tai-chi) must not be accepted.
- The Operations Manager will consider the availability of an “authorised person” and this must be arranged BEFORE agreement is given to accept the booking.
- A booking form must be completed for each booking. For ongoing regular meetings / events, this is not required on each occasion, provided the form states that this covers all future such meetings.
- The activity should be in accordance with RBC’s conditions laid down; if there is any doubt, the Minister - Team Leader should be consulted.
- A charge will be made for the use of the room(s) (see Section 3). There is a commercial and a charity rate, which is discounted by 25% of the commercial rate. In addition, the Operations Manager has discretion to discount the charge, up to a maximum of 25%, depending on the User, the length of the hire, and frequency of the event.
- The User will be responsible for leaving the premises clean and tidy.
- The authorised person will ensure the premises have been left as required and will secure the building.
- For these bookings, the authorised person should be on the premises throughout the period of hire.

E. General considerations

For b), c) and d), long term arrangements should be carefully assessed and limited. Short term, or one-off bookings, may be considered more favourably, but they must still adhere to RBC’s policies on use / availability of premises etc.

All longer term bookings may be terminated if the availability of the premises changes, or through any non-compliance of RBC’s terms and conditions. All Users will be made aware of this possibility.

All requests for the use of the premises, coming within the criteria included in this document, may be agreed by the Operations Manager. Borderline requests, or where otherwise indicated, should be referred to the Minister - Team Leader for a decision. They will consult with the Leadership Team if felt appropriate.

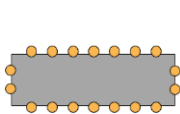
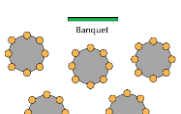
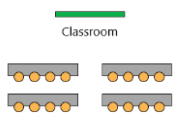
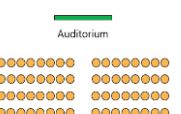
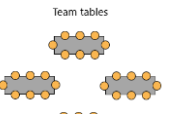
**Hire & Use of the Church
Premises – Booking Form**



Romford
BAPTIST CHURCH

SECTION A – DETAILS OF THE BOOKING:

Date of booking form:

Name of User: (Organisation and contact name)					
Address:					
Contact Tel No:		Email address:			
Day(s) and Date(s):		Start & End Time(s) (to include set-up and pack / clean away)			
Room(s) required:		Numbers in attendance		Charge	
How should the room be set-out? (please tick to select – please note some styles may not be available in some rooms)	Boardroom	Banquet	Classroom	Theatre	Team
					
What is the event? (Give a brief summary of what will take place during the period hire)					
Other facilities required (e.g. flipchart, use of whiteboard, projector screen or TV with connections for laptop)					
Are there any special dietary requirements of those attending?					

Other comments:	Please leave the premises clean and tidy after the end of your hire.
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I request the booking, as shown in Section A. I confirm that this meets the criteria of the Church's Letting Policy and accept the conditions of hire, as stated in sections B and C overleaf.

Signed..... (User)

Please print name:

On behalf of (Name of Organisation – if applicable)

Confirmation of Booking:

I confirm on behalf of the church, that the booking as indicated on this form is accepted, subject to the conditions of hire overleaf

..... (ROMFORD BAPTIST CHURCH)

SECTION B – OUR POLICY

We expect that those using the premises will recognise that this is a Christian church and will seek to respect the values and purposes of a church and be respectful of the Christian faith. We would therefore expect Users to avoid causing any offence or undertake any activity which conflicts with the religious convictions of the Church's members. Therefore:

- The premises should be used for legal, ethical and moral purposes, only.
- There should be no element of worship, other than Christian worship, included in the event.
- The premises should not be used for any activity which contravenes acceptable levels of decency (as determined by the leaders of Romford Baptist Church).
- The User may be a profit-making or voluntary organisation, a community group, charitable organisation or business, or be an individual, provided all criteria are met.

Use of building for Bible studies, acts of worship and prayer meetings:

In order to maintain the integrity and preserve the teachings of the church, the use of any part of the building for Bible studies, acts of worship and prayer meetings or similar activities, will only be available to recognised church leaders of churches who are in good standing of "Churches Together in England" and at the discretion of the Ministers of RBC. The building will not be available for informal groups other than that which is made up of the membership of the RBC congregation. We reserve the right to cancel any lettings that breach this guideline without notice.

The Church reserves the right to decline any requests which, in our opinion, do not meet these conditions.

SECTION C – CONDITIONS FOR THE USE OF THE CHURCH PREMISES (This covers the whole site):

**The Church = Romford Baptist Church (RBC)
the premises**

The User = the person or group hiring

1. The Church retains control, possession and management of the accommodation and the User has no right to exclude the Church from the premises.
2. In consideration of the User using the facilities mentioned, the Church agrees that use so far as may be fair and reasonable under the Unfair Contract Terms Act 1977 (or any statutory modification thereof) shall be entirely at the User's own risk and that the User shall not claim against the Church, its officers, employees, servants or agents in respect of any costs, claims, demands, action, liability, loss or damage howsoever caused subject as hereinafter provided.
3. The User indemnifies the Church and to make good (as the case may be) any loss, damage or injury to the Church, its officers, employees, servants or agents or their respective property arising out of the use of the premises. The User is responsible for any damage to the premises or the church's fixtures, fittings, or equipment (other than fair wear and tear), which is occasioned in any way by the use of the accommodation.
4. The premises may only be used by the User and for the purpose and period indicated on the Booking Form. This will include time needed for setting up for the event and clearing away after. Should the booking overrun, the User will incur an extra hourly rate charge. The User will inform the individual accepting the booking on behalf of the Church of their requirements for the provision of refreshments and shall be responsible for any extra charges thereby incurred.
5. After use, the accommodation must be left in a clean and tidy condition by the User, with all furniture and equipment left in the same position as at the commencement of the hiring. The Church shall not seek to exclude liability for damage caused by the negligence (as defined by the Unfair contract Terms Act 1977) of its officers, employees, servants or agents.
6. There must be no helium balloons used in the Church Sanctuary at any time.
7. Nothing herein shall be construed as limiting or seeking to limit any liability on behalf of the Church by reason of death or bodily injury caused by the negligence of the Church, its officers, employees, servants or agents.
8. The User must ensure that no person smokes and that no alcohol or drugs are supplied or consumed, or that no gambling of any kind takes place on the premises.
9. The User must not leave any equipment, furniture or articles of any kind in the premises, unless by prior written agreement from the Church.
10. 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. The User should have appropriate public liability insurance for their activities.
11. The User has a responsibility to notify the Church of any defect in the accommodation or in any of the Church's furniture or equipment in the accommodation.
12. The User shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Authorities, the Fire Authority, the Local Authority or otherwise.

13. The User shall not sub-let or use the premises for any unlawful purposes or in an unlawful way nor do anything or bring on to the premises anything which may endanger the premises, their users or invalidate any insurance policies of either themselves or the Church.
14. In accordance with the Counter Terrorism and Security Act 2015, the User will ensure that the venue and resources are not used to provide a platform for extremists and are not used to disseminate extremist views or materials.
15. The User shall, if selling goods or services, on the Church premises comply with Fair Trading Laws and any local code of practice issues in connection with such sales. In particular, the User shall ensure that the total price of all goods and services are prominently displayed, as shall the organiser's full name and address, and that any discounts are based solely on Manufacturers Recommended Retail Price
16. The User must check all Health & Safety aspects of their proposed use, while on the premises and is responsible for their own activities. This includes their own electrical equipment which they may they bring onto the premises. All electrical appliances must have a current PAT test in place.
17. The User must have appropriate Safeguarding policies in place, for minors and vulnerable adults, and current Disclosure and Barring Services (DBS) checks must have been satisfactorily completed where relevant.
18. The User should be aware of others on the premises, or nearby residents, and take all reasonable steps to avoid causing them undue disturbance or inconvenience, through excessive noise or other means, including the use of the car park.
19. The User must co-operate fully with the appointed authorised key-holder from the Church.
20. The User must pay a deposit of 25% of the agreed hire charge which will be required at the time of booking. The balance of the hire charge should be paid at least two weeks prior to the event. Payment may be made in cash, by cheque or by BACS direct to the church's bank account.
21. For the provision of refreshments, the User must pay a non-refundable deposit of 50% of the total cost of the refreshments is required at the time of booking. The balance should be paid at least two weeks prior to the event. Payment may be made in cash, by cheque or by BACS direct to the church's bank account. Should there be the need to cancel the event and the order of refreshments has been made, The User must provide 2 working days' for orders up to 15 people and 10 working days' notice for orders over 15 people.
22. The User must provide at least 2 working days' notice should they choose to cancel the room booking only.
 For any refreshments that may have been ordered, 2 working days' notice is required for orders up to 15 people and 10 working days' notice for orders over 15 people.
 If this notice is not given then the church may still charge the full cost of the room hire and refreshments.
23. Hire of the premises does not guarantee use of the car park which may be full on busy days. The User agrees to supervise the car parking so as to avoid obstructing the exits and entrances outside of normal business hours.
24. The User is primarily liable for any accident or injury which arises out of the activity whilst using the premises. The User must complete the attached First Aid form (P4) in the event of an accident. Please refer to the First Aid form for further information.
25. The User confirms that by completing the Booking Form that they have the appropriate insurance (Public Liability Insurance or equivalent) in place. Details may be requested from the User by the Church before the booking is completed. Should any external Users of the Church not have Public Liability Insurance in place, they may not be allowed to hire the premises or will be required to obtain their own Public Liability Insurance before the booking will be authorised or go ahead. In instances where it is proved that the Church has not been negligent, the User could be held liable. Therefore, the User is required to obtain their own Public Liability Insurance for the proposed period of the hire. The fee for hiring areas of the Church's premises legally releases the Church any liability arising from the event being run. It does not, however, remove the Church's responsibility arising from a defective building or the actions of the Church's employees.
26. Providing the parameters of the use remain unaltered, the User may have the opportunity to submit multiple requests for bookings during the validity of this Contractual Agreement, subject to availability, providing the User's Public Liability Insurance policy is valid for the relevant periods within the need to complete and resubmit a new contract. Once completed, all documentation must be returned to the Operations Manager at the Church, within 5 working days of the proposed hiring.

The Church may terminate this agreement, or withdraw approval for an event at any time if:

- a. there is a breach of these conditions by the User, or if the event is found to be in contravention of our Letting Policy. This can be with immediate effect if the Church's representative on site considers the User not to be in accordance with the Church's values or the User is placing people or the premises in imminent danger.
- b. the Church requires the allocated room(s). Every effort will be made to avoid this, or provide an alternative venue, if available, and we will give as much notice as possible.

Schedule of Charges / Fees

Room	Commercial rate (hourly)	Charity rate (hourly)	Set Charge	Notes
<u>The Church (Worship Area)</u> - Hire of the premises only - Set up and reinstatement fee (major rearranging of furniture involved - e.g. baptismal services)	£80 £80 (Fixed)	£60 £60 (Fixed)		Min: £200 (£150) Max: £600 (£400) (8 hours) Then £80 PH onwards (Additional charge to cover extra work involved)
Audio / Visual Operator (Only authorised RBC personnel may operate our system)			£40 Half day: £60 Full day: £100 then £15 p hr	Up to 2 hrs 2 – 4 hrs approx. 4-8 hours Over 8 hours
Caretaker			£40 Half day: £60 Full day: £100 then £15 p hr	Up to 2 hrs 2 – 4 hrs approx. 4-8 hours Over 8 hours
Organist (Not applicable if users of the premises provide their own musician)			Service: Min. £50	If an external organist is required, their fee could be higher
Willow Hall	£40	£30		
Kitchen	Never hired out on its own – always shared use only, with other rooms booked. Charge built into charges for other rooms			
Foyer (inc front kitchen)	£32	£24		
Pine Room	£24	£18		
Sycamore Room	£20	£15		
Oak Room	£20	£15		
Olive Room	£12	£9		
Juniper Room	£12	£9		
Youth Lounge	£30	£22.50		

- Appropriate toilets will be available to all users, free of any further charge.
- Rooms are usually booked in half-hourly units: the hourly rate is halved.
- The Charity Rate (75% of the Commercial Rate) may be used when appropriate.

- The rates may be discounted by Property & Facilities by a max of 25%. Further discounting may be agreed with the Minister - Team Leader.
- There is no charge for hiring a room for church members' or regular worshippers' private events. However, we should be grateful if you would consider making a donation of 50% of the commercial rate to contribute toward the upkeep of the building. If you choose to do this, please would you mark it as "room hire" so that it can be recorded in the correct way and also consider gift aiding your donation as well.



External Groups First Aid Form

Users are reminded that they are responsible for any accident or injury arising out of the activity for which they have booked the premises. It is the responsibility of the user to ensure that the premises are safe for the purposes for which they intend to use them.

Users of Romford Baptist Church are required to complete details of any accident or incident occurring during their occupation of the premises which did or could give rise to injury as soon as possible after the accident or incident but in any case before the premises are vacated by the users after the event.

First Aid boxes are kept in the nearest kitchen to all areas available for hire.

1. Name (s) - Of person injured

Address

Telephone Number

2. Exact time and place of the occurrence
3. Detailed description of accident or incident, including a description of any apparatus or equipment involved
4. Name, address and telephone number of any witness(es) to the accident
5. Signed witness statements should be obtained if possible.

By ticking this box I give my consent for staff and volunteers of Romford Baptist Church to disclose my personal information and details of the accident which appear on this form to safety representatives within the church for them to carry out Health and Safety functions given to them by law.

The hirer must notify the Operations Manager at Romford Baptist Church, Main Road, RM1 3BL on 01708 743 382 (option 4) or by email to office@romfordbaptist.org.uk as soon as possible after the accident but in any event within 24 hours

Please pass this form to the Romford Baptist Church Keyholder