

KNOWLE PARISH CHURCH

Regulations regarding the use, hire and maintenance of The Guild House

The Guild House was built in 1412, and the main framework of the building is that which we see today. It was refurbished in 1995 to provide accommodation on the first floor and a meeting area with a small-scale catering facility on the ground floor. These regulations are intended to help towards the preservation of this beautiful building. They contain important information and instructions which should be understood and followed by all those organising meetings or events in the Guild House. **PLEASE READ THEM CAREFULLY.** The person making the booking is responsible for ensuring that all regulations are adhered to.

- Use** The ground floor of the Guild House is available for hire by church organisations of up to 80, at the discretion of the Parish Office, taking the close proximity of residential accommodation into consideration. The accommodation can also be hired by non-church organisations or private individuals of up to 80, subject to previous bookings but not on a Sunday.
- Accommodation** The ground floor is furnished as a meeting area with seating for 80, a small-scale catering area, two toilets (one for the disabled) and storage cupboards.
- Equipment** 80 stacking chairs, 1 large table, 21 square tables, 8 lower square childrens'/coffee tables. Some children's chairs are stored in cupboards underneath the kitchen counter.
- Kitchen facilities** There are a number of cups, mugs, teapots, milk jugs, sugar bowls and limited cutlery. N.B. It is not possible to cook food in this area. Hot water is available for the sink and there is instant hot water from the special tap: the safety button has to be held on while pushing the hot water lever away. A switch on the wall to the left of the sink heats the tap water for washing up. A switch to the right of the sink operates the extractor fan. **Remember to switch off after use.** Washing-up liquid and paper towels are provided.
Hirers must bring their own tea towels and table cloths.
- Entertainments Licence** Knowle Parochial Church Council does not hold an Entertainments Licence for the Guild House. Any organisation wishing to sell tickets to the general public would need to apply to Solihull M.B.C. for an occasional licence.
- Alcohol** The selling of alcoholic drinks is not allowed. The servng of alcoholic drinks may be allowed but only where permission has been requested at the time of booking, and where adequate control can be assured.
- Insurance** Our policy does not provide for any non-church organisation or group, their activities or equipment.
- Bookings** The Guild House is available for hire in accordance with the PCC's agreed policy.
- 1 Booking enquiries should be made by telephone call or email to the Parish Office
 - 2 Bookings will be confirmed in writing.
 - 3 No bookings, other than those made by the Vicar or Parochial Church Council, will be accepted more than 12 months in advance of the required date for church organisations and 6 months in advance for non-church organisations.
 - 4 Unless otherwise agreed, all bookings are subject to the accommodation not being required for church purposes, of which due notice will be given. This is particularly applicable in respect of block bookings.
- Cancellation** At least 14 days' notice, to the Parish Office, in writing, must be given to cancel a booking, otherwise the appropriate charge may be made.
- Payment** Fees shall be paid in full no later than 10 days before the booking. You will be invoiced for the appropriate amount in advance. If possible, payment directly into our bank account should

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be made; account details appear on the invoice. Otherwise, cheques should be made payable to Knowle P.C.C. and sent to the Parish Office.

Letting Times

The ground floor of the Guild House is available for limited letting throughout the day, Monday to Saturday. No bookings for non-church use are accepted on Sundays.
Morning bookings are from 9.00 am to 1.00 pm
Afternoon bookings are from 1.00 pm to 5.00 pm
Evening bookings are from 6.00 pm to 10.00 pm
No function may commence earlier or continue later than the time agreed when the booking is accepted, and the building must be vacated **promptly** by that time and in any event not later than 10.00pm **due to the close proximity of residential accommodation**. Times booked must allow for preparation and clearing away.

Room preparation and clearing

The hirer is responsible for all the preparation and clearing, and for ensuring that bookings start and end at the time agreed.

All furniture, especially chairs, must be **lifted** into position, not dragged along the floor and returned to the correct position.

If the large table is moved then it must be lifted at both ends and not pulled across the floor. A plan showing how the furniture is normally positioned is displayed on several walls in the Guild House. The room should be left according to the plan after use and the floor swept (a broom, dustpan and brush are kept in the tall cupboard to the left of the kitchen counter). All rubbish created during your hire should be placed in the rubbish bags provided which should be placed in the bins outside St John's Hall before you leave or taken away with you. You must take glass waste away with you. Any large items of rubbish, boxes and containers remaining from functions must be removed from the premises.

Wash up anything used in the kitchen and put it away and make sure that the work tops and sink are left clean and tidy

The venue must not be left open and unattended at any time during the period of booking.

Parking

Parking is possible on Kenilworth Road (outside the church) subject to parking restrictions, or on the public car park at the back of St John's Hall (access via the churchyard).

Access

For the person in charge, entry is via the outer back door to the Guild House and by a key obtainable from the Parish Office to the inner back door. You will need to be shown where the key is kept for opening the side and front doors as these should be kept unlocked while the Guild House is in use as they are fire exits. Please contact the Parish Office in this respect.

Smoking

Smoking is strictly forbidden throughout the whole building.

Display

No nails, drawing pins, staples etc may be driven into any part of the accommodation, and nothing may be stuck on any wall or other surface with blutack, sellotape or other adhesive.

Damage

Anyone booking the Guild House shall be responsible for any damage to the building, furniture or fittings, and shall be liable to pay the cost of repair or replacement. **All damage must be reported to the Parish Office as soon as possible.**
The playing of ball games which are likely to cause damage to windows, lighting, or marking of walls or ceilings is strictly prohibited.

Health and Safety

This is the responsibility of every individual using the hall. In particular, care should be taken

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with the instant hot water tap. It is the responsibility of those bringing any equipment into the building to ensure that it is in safe working order and only operated by those qualified to do so. Please note that, to comply with Health and Safety regulations, no children under 12 years of age may be allowed in the kitchen area.

Safeguarding

If you are an organisation holding an event in the Guild House involving children, young people or vulnerable adults, you must comply with the conditions in Schedule 1 and must return the signed declaration and a copy of the organisation's safeguarding policy to the Parish Office no later than 10 days before the booking.

If you are an individual holding an event in the Guild House involving children, young people or vulnerable adults, you must sign the declaration in Schedule 2 and return it to the Parish Office no later than 10 days before the booking.

Heating

Room heating is controlled by a thermostat which is pre-programmed and should not need to be touched.

Lighting

The lights are controlled from a panel located on the left of the door in the main room, as you come in from the rear entrance

First Aid

A First Aid kit and Accident Report Form are available above the fireplace close to the kitchen area. An Accident Report Form must be completed if an accident occurs and must be given to the Parish Office.

Fire appliances

Fire is the main danger in the Guild House. Please see that the NO SMOKING rule is strictly adhered to, and that lights, water heater, fan and taps are turned off before you leave. There is a fire appliance next to the coat hooks which are opposite the main door leading to the cobbled area. If there is a fire in the building an alarm will sound. Please ensure that the building is vacated as quickly as possible using the churchyard or cobbled car park as an assembly point and ring for the Fire Service.

Disclaimer

The Parochial Church Council cannot be held responsible for any loss of property belonging to any person using the Guild House.

It may be necessary to cancel a booking which previously had been accepted. Every effort will be made to avoid the cancellation of bookings and as much notice as possible of cancellations will be given. If cancellation is necessary, the Parochial Church Council shall not be liable for any loss incurred as a result of that cancellation and in particular shall not be responsible for obtaining or paying for any alternative accommodation.

The Parochial Church Council reserves the right to amend or add to these rules at any time without notice.

September 2021

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Schedule I

Declaration to be signed on behalf of an organisation planning an event involving children, young people or vulnerable adults. This must be returned to the Parish Office no later than 10 days before the event (or first event, if a block booking) along with the organisation's safeguarding policy (as mentioned below).

Event: _____

Date(s) and time: _____

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- **you will provide the church with a copy of your organisation's Safeguarding Policy/ies;**
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults, including contact details and next of kin, attending the activity will be kept securely.
- you will immediately (within 24 hours) inform the Parish Safeguarding Co-ordinator of:
 - the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
 - any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

Our Parish Safeguarding Co-ordinator is Ruth Lancaster (07875 576 897)

Declaration

We agree to abide by appropriate safeguarding procedures. We understand that our booking agreement may be terminated in the event of our failing to comply with these procedures. We understand that the parish accepts no responsibility for our failure to comply with the above requirements

Signed: _____

Organisation: _____

Date: _____

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SCHEDULE 2

Declaration to be completed and signed by an individual organising an event involving children, young people or vulnerable adults. This must be returned to the Parish Office no later than 10 days before the event.

Event: _____

Date and time: _____

I _____ (in block capitals) agree to take full responsibility for the welfare of the children, young people and/or vulnerable adults who attend the event in the Guild House on _____ which I am organising and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults and to prevent injury, illness, loss or damage occurring.

Signed _____

Date _____