

KNOWLE PARISH CHURCH

Regulations regarding the use, hire and maintenance of St John's Hall

St John's Hall was built and furnished to a high standard. The following regulations regarding its use have been drawn up to help all those who use the hall to play their part in maintaining it to that standard. They contain important information and instructions which should be understood and followed by all those organising meetings or events in the hall. PLEASE READ THEM CAREFULLY. As the person making a booking, you are responsible for ensuring that all regulations are adhered to.

Accommodation	Foyer Large Hall (240 standing, 150 seated in rows, 92 at tables) Small Hall (75 standing, 55 seated in rows, 40 at tables) Kitchen Toilets (including one for the disabled)
Equipment	150 banqueting chairs; 16 folding tables; 3 lower tables (180cm x 68cm) & a supply of small chairs for children; 5 acoustic screens.
Kitchen facilities	There are cups, saucers and side plates; dinner plates, bowls, glasses plus cutlery. There is an urn which fills with water automatically - instructions for its use are displayed in the kitchen. The freezer is <u>not</u> available for general use. There is a fridge and dishwasher with instructions. Hirers should bring their own tea towels and table cloths.
Entertainments Licence	Knowle Parochial Church Council does not hold an Entertainments Licence for St John's Hall. Any outside organization wishing to sell tickets to the general public would need to apply to Solihull M.B.C. for an occasional licence.
Alcohol	The <u>selling</u> of alcoholic drinks is not allowed. The <u>servicing</u> 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	St John's Hall 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 <u>no later than 10 days</u> before the booking. You will be invoiced for the appropriate amount in advance. If possible, payment directly into our account should be made; account details appear on the invoice.

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Otherwise, cheques should be made payable to Knowle P.C.C. and sent to the Parish Office.

Letting times

The halls and kitchen are 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. Times booked must allow for preparation and clearing away.

Room preparation and cleaning

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 (trolleys are provided to move the chairs). Furniture must be returned to the store afterwards if applicable. (See plan on store cupboard door)

Please draw the curtains only by using the pull-cords. When opening and closing the blinds, return the switch to its middle position as soon as the operation is completed. Otherwise you may damage the blinds and mechanisms. Operate the window opening controls gently and do not force them – close all windows after use.

Wash up anything used in the kitchen and put it away. Make sure that the work tops and sinks are left clean and tidy.

At the end of a booking, the wood floor should be swept, any spillage mopped with a small amount of clear water - please do not use any chemicals. Brooms, mop, dustpan and brush are kept in the cleaning cupboard off the large hall. All rubbish created during your hire should be placed in the rubbish bags provided which should be placed in the bins outside the hall before you leave. 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.

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

Car Parking

Hall users and visitors are encouraged to park in the public car park to the rear of the building.

Smoking

Smoking is strictly forbidden throughout the whole building.

Display

Screens and dry-wipe boards (using only special water-based marker pens) are available for temporary visual aids. No bolts, nails, drawing pins, staples etc. may be driven into any part of the accommodation, and nothing may be stuck to any wall or other surface with blutack, sellotape or other adhesive. The hall noticeboards are maintained by the Parish Office to whom all requests for displaying notices, posters etc. should be made

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- Damage** Anyone booking the hall shall be responsible for any damage to the building, **All damage must be reported to the Parish Office as soon as possible.**
The use of gas-filled balloons is prohibited. 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, please do not block Fire Exits or wedge fire doors open, and ensure that small children are not allowed to open them. Care should be taken with all apparatus and equipment. Do read any instructions provided and, if in doubt, ask before you try anything! 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 bouncy castles are not permitted.
To comply with Health and Safety regulations, no children under 12 years of age may be allowed in the kitchen.
- Safeguarding**
If you are an organisation holding an event in St Johns Hall 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 St Johns Hall 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** There are no accessible controls for the heating which is on all the time.
- Lighting** Please do not use more lights than you need. Note that the light switches in the toilets operate a fan, and should be turned off when leaving the toilet. Please ensure that all lights are switched off before vacating the building.
- First Aid** First Aid kits are available in the kitchen area with accident report forms. An Accident Report Form must be completed if an accident occurs and must be given to the Parish Office.
- Fire Appliances** These are located as shown on the plan in the hall. If there is a fire in the building, the alarm will sound. Please ensure that the building is vacated as quickly as possible using the churchyard as an assembly point, and dial 999 for the Fire Service.
- Disclaimer** The Parochial Church Council cannot be held responsible for any loss of property belonging to any person using the hall.
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.

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

April 2023

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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 St Johns Hall 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 _____