

HALL AND CENTRE USAGE POLICY

1. The purpose of the St Paul's buildings is to facilitate the vision of the Church of seeing 'Lives Transformed by Jesus'.
2. No application will be entertained from an organisation whose aims or activities are incompatible with the tenets of the Anglican Church. Such groups include, but are not limited to the following: the martial arts, freemasonry, groups from other faiths, yoga or political parties.
3. Any organisation wishing to use the facilities must recognise that St Paul's is a Christian Church.
4. Use of the premises for Church purposes will, whenever possible, take priority.
5. Use of the premises to meet the social needs of people within the proximity will take precedence over recreational and purely commercial use.
6. Implicit in any agreement that includes use of the kitchen is an understanding on the part of the hirer that the usage is on the basis of adherence to the current law in respect of food handling and absolves St Paul's Church from any liability. (Further information on Catering and Food Handling Issues can be obtained from Surrey Heath Borough Council, Environmental Health Department.)
7. All rubbish/left over food is to be removed from the premises.
8. The rooms hired must be left clean and in the same condition in which they were found.
9. Any damage or breakages must be reported to the Church Office and paid for by the hirer.
10. All lights must be extinguished, windows closed and the front door must be shut securely upon departure.
11. Government or local government funded and profit making organisations must always pay the full economic cost of usage.
12. The user must provide evidence of Public Liability insurance that includes indemnity to St Paul's as Principals unless alternative prior arrangements have been agreed.
13. Any agreement shall be capable of termination with three months' notice. In the event of the agreement being breached, the notice period can be waived.
14. All new bookings must be approved by the Church Administrator. If the suitability of a proposed activity is in doubt it should be referred to the Minister and/or Churchwardens.
15. The PCC reserves the right to make available, for individuals or organisations, information about the work and activities of the Church and its groups.
16. All hirers need to be made aware of Fire Safety procedures and any relevant Health and Safety Issues and are responsible for making their participants aware of these.
17. St Paul's Church, the vicar, churchwardens and the PCC do not accept liability for loss or damage to property or injury to any persons arising out of the use of St Paul's Church or St Paul's Church Hall and/or facilities.

May 2022