Version 1 August 25

Newtownbreda Presbyterian Church

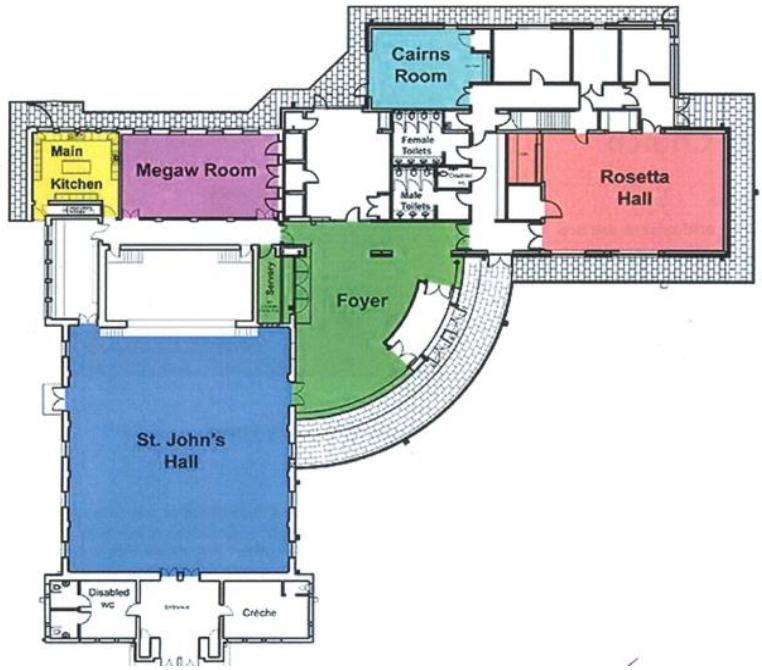
Guidelines for using our facilities.

As part of its outreach to the community the Congregation of Newtownbreda makes its church building, halls and other facilities available to registered charities and other not-for-profit (1) organisations or individual providers whose objectives fall within the wider Christian ministry of the Presbyterian Church. Where it is unclear that an organisation fulfils this criterion, the final decision will lie with the Kirk Session (2) taking into consideration any recommendation of the Congregational Committee (3). In exercising its right of refusal, the Kirk Session is not bound to provide a reason.

Whilst the Church's own organisations are given priority booking, other organisations or individual providers are welcome to unallocated space and every effort will be made to accommodate them. We do not purport to supply, in the commercial sense, a service for outside users; rather we simply seek to share our facilities with those who can benefit from their use and, in turn, anticipate that such users will engage with us as partners in caring for them.

As Newtownbreda Church is supported through the voluntary contributions of its congregational members, any organisation or individual provider using its premises is normally expected to donate towards heat, light and general wear and tear. While the following suggested donations represent the minimum needed to cover such costs, as a guiding principle, no one should be deterred from seeking use of our premises because of a genuine inability to contribute as indicated.

PLAN OF THE CHURCH HALLS



St Johns Hall (Seats up to 300)
£300 per session (morning, afternoon or evening (specify number of hours)
£500 for morning + afternoon OR afternoon + evening
£500 per session for licensable entertainment use
Rosetta Hall (Seats up to 100)
£40 per hour.
Megaw Room (seats 50) or Cairns Room (seats 40 includes kitchenette)
£15.00 per hour

Foyer This facilitates all access to the halls complex.

Heating

This is controlled automatically. The Foyer and the Rosetta Hall are all heated via underfloor heating. If heating is required in the St Johns Hall or the Church Sanctuary this must be booked in advance with the Halls Convenor.
The use of electric fires is not permitted.

Making a Booking Enquiry

The management of our facilities is undertaken by members of the congregation on a voluntary basis. As there is no permanently staffed office, the most effective way of making a booking is by email.
Complete a booking form and email a copy of it as an attachment to the Halls Convenor.
You are recommended to apply as far as possible in advance as your enquiry may have to go before the Congregational Committee (which only meets on alternate months from September to June) and possibly the Kirk Session for ratification.
For administrative reasons, it is preferable to have advance notice of any hall bookings at least 2 weeks prior to the event.

Making a Donation
Donations for the use of the facilities are gratefully received. Please note that we do not issue invoices, reminders or receipts, though all contributions are acknowledged in due course if requested.

By Cheque payable to Newtownbreda Presbyterian Church and forwarded to
374-378 Ormeau Road, Belfast, BT7 3HX or
By electronic transfer to the Newtownbreda Presbyterian Church account at
Danske Bank: Sort Code 95-01-34, Account No 92796783

(1) A not-for-profit organisation or individual provider is one exhibiting a strong element of social enterprise principally for the benefit of participants/clients or the wider community and whose purpose does not involve generation of commercial revenue for the organisation or a personal income for an individual provider whether acting independently or as a franchisee. Exceptionally 'for-profit' organisations or individual providers may be granted access to our facilities where their activities are directly sponsored and deemed to be in the interests of the congregation of Newtownbreda Presbyterian Church.
(2) This consists of ordained elders who, within Presbyterianism, take responsibility for the spiritual and pastoral affairs of the congregation. Temporal matters are normally delegated to the Congregational Committee.
(3) An elected body with delegated responsibility for the management of then business, financial and secular affairs of the congregation.

Please note than certain conditions apply to the use of Newtownbreda Church's facilities with which organisations booking the facilities are required to conform.

Acceptable Use of Church Facilities Policy

While encouraging the use of its facilities, the Congregational Committee recognises that this must be regulated if the buildings, their furniture, fixtures and fittings are to be preserved in a good state. This is important if everyone is to fully benefit from their use of the facilities.

The Congregational Committee has therefore adopted various Policies and Procedures for the acceptable Use of Church Facilities with which **ALL** users are obliged to comply.

Any person making a booking must fully read the Policies and Procedures and is, thereby, accepting the requirements contained within them on behalf of the organisation or individual provider for whom the booking has been made.

Any infringement of this Policy may result in withdrawal of permission to use the facilities either temporarily or permanently.

1) **GENERAL REGULATIONS**

1.1 Alcoholic beverages may not be sold or consumed within any part of the facilities or grounds.

1.2 Smoking is not permitted inside any part of the facilities.

1.3 Gambling or games of chance involving money are not permitted within any part of the facilities or grounds. This includes raffles, sweepstakes, ballots, lotteries and tombola.

1.4 Any groups, organisations or individuals, not directly connected to the Congregation of Newtownbreda, must provide their own insurance where their specific activities do not fall within the cover provided by the Church's public liability insurance. This is likely to include most activities centred on physical movement or exercise where an injury could be sustained.

1.5 Any group or organisation using the facilities must designate a person who will be responsible for ensuring that:

the regulations are complied with by all the members of that group or organisation;

equipment, furniture and fabric are properly cared for and all equipment and furniture used during a meeting must be returned to its normal place of storage by the person, group or organisation that used it

1.6 All users of the Church Halls must refrain from attaching wall fixings e.g. Blu Tac, Sellotape, Command Strips, sticky labels or anything which could deface the wall surface.

1.7 All breakages, damages or loss of equipment must be logged by emailing the Halls Convenor within 24 hours. The person, group or organisation involved may be required to pay all or part of the cost of repairing or replacing lost or damaged equipment, reasonable wear and tear excepted.

2) **USE OF CAR PARK**

2.1 Anyone using the car park does so at his or her own risk. The Congregational Committee will not accept any responsibility for any loss of, or damage to, any vehicle or its contents while it is parked in the Church car park.

2.2 Vehicles must be parked in the marked parking bays and must not obstruct the entrances to the car park.

2.3 Vehicles must not be driven in the car park at more than 5 miles per hour. Drivers must watch out for children pedestrians and the elderly.

RISK ASSESSEMENTS

Any group or organisation, whose activities involve movement or exercise, intending to use the facilities should undertake a risk assessment and a copy should be sent to the Halls Convenor. Risk Assessments should be submitted before the commencement of activities.
Any organisation that does not involve physical activity does not need to submit a risk assessment but should take the necessary precautions found in the generic risk assessment for the church halls.

OTHER POLICIES ARE AVAILABLE ON OUR WEBSITE

CHURCH HALLS RISK ASSESSMENT

CHILD PROTECTION POLICY / SAFEGUARDING

EMERGENCY EVACUATION PLAN FOR THE HALLS

ECO POLICY

HALLS SECURITY

CHECKLIST WHEN LEAVING

FIRST AID POLICY