



THE DORCAN CHURCH

A Local Ecumenical Partnership between the Church of England & the Methodist Church serving the Swindon urban villages of Covingham, Nythe, Liden and Eldene.

The partnership includes the congregations worshipping at St Paul's, Covingham, St Timothy's, Liden, and Eldene Community Centre.
Registered Charity 1143702

ST PAUL'S CHURCH CENTRE

Conditions of use for Regular Users.

Booking

1. The hirer must advise the Centre Administrator of any cancellation of agreed booking dates at least 48 hours in advance. If this condition is not adhered to, the hirer will be charged for the booking at the normal rate.
2. Children or young adults are only admitted to the Church Centre under the direction of an adult in charge. Where a hirer is working with children and young adults under the age of 16 years, the Church Council requires that the hirer confirms that they have a DBS; Disclosure and Barring Service check.
3. The hirer must ensure that they have adequate and appropriate insurance provision for their activity and the use of the Centre, and is required to send a copy of their yearly renewal to the centre administrator when the previous year expires.
4. The hirer is responsible for the fitness, use, and suitability of any equipment brought onto the premises by the hirer, or any person engaged by the hirer. The hirer is responsible for all their property left on the premises. Insurance against theft or damage is the responsibility of the hirer.
5. A surcharge of 5% will be added to all invoices that are not paid within 30 days from the date of the invoice. Following a further period of notice, the Church Council reserves the right to withdraw from the hiring.
6. The hirer is responsible for ensuring that the premises and any equipment provided are used in a safe and appropriate manner whilst using the premises. Any defects found should be brought to the attention of the Centre Administrator as soon as practically possible.
7. All invoices will be sent to the person who made the original booking, who is responsible for ensuring that they are paid in good time.
8. Hirers making use of the Church Centre only during term times must inform the Centre Administrator in advance of the dates on which they will not require the premises.

9. Cancellation of this agreement for any given session due to the Church Centre being required by the Dorcan Church Council may be given by the Centre Administrator who will give reasonable notice.
10. The Church Council reserves the right to refuse a booking without giving a reason.

At the time of use.

11. Nothing must be stuck or pinned on the connecting screen between the hall and the Chapel. No furniture must be placed against it. Attention must be made that no balls or other equipment are bounced or thrown against the screen. Care must be taken when children are running around so that they do not collide with the screen.
12. Damage to the floor or the screen will be paid for by the hirer.
13. Chairs and tables must be lifted across the floor and under no circumstances be dragged.
14. St Pauls Church Centre is a NO SMOKING building.
15. Fire Exits must remain clear at all times.
16. No responsibility can be accepted by the Church Council for any items of lost property.
17. Users of the Church Centre carpark do so at their own risk. Only those who possess a blue badge in respect of disability may use the three spaces provided and marked for the disabled and an appropriate badge should be displayed in the parked cars windscreen.
18. Only a small stock of cutlery and crockery is available in the kitchen. Hirers should make arrangements to bring their own tea towels for use to dry up any of the items used from the cupboards and drawers in the kitchen. Negotiation may be made with the Centre Administrator for the use of cutlery and crockery.
19. One black bag full of rubbish may be put in the rubbish bins at the side of the Centre, for any others it will be necessary to take away with the hirer.
20. The hirer should vacate the premises within 15 minutes of the agreed hire period. The hirer must ensure that the premises are left clean and tidy at the end of the session. Tables and chairs must be replaced where found unless any other request has been made by the Centre Administrator.
21. Brushes, vacuum cleaner and other cleaning apparatus and materials are provided. Additional charges will be made for any breakages or damage, or any extra cleaning which may be necessary.
22. All lights and electrical appliances must be switched off after use and check that taps have not been left running.
23. The toilets must be checked that they are clean and any rubbish removed from the bins.
24. On all matters of usage provided for herein, the decision of the Centre Administrator as an agent of the Dorcan Church must be accepted.
25. Any doors you unlock must be locked, including the fire door in the hall.

Please sign and return the attached slip to the Centre Administrator as confirmation that you have read and agree with the condition of use for the hire of St Pauls Church Centre.

Thank you,
Centre Administrator St Pauls Church Centre.

This Conditions of use was amended and updated on the 28th. December2018.

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I confirm that I have read and agree to the conditions of use for St Pauls Church Centre.

Name.....

Signature.....

Booking Date and times.....

Date.....

Please return to; Centre Administrator
St Pauls Church Centre,
St Pauls Drive,
Covingham, Swindon.
SN3 5BY