



Peasedown Methodist Church

Letting of Premises Policy

1. Introduction

In keeping with sound Christian principles of openness, sharing and outreach, the Church Council of Peasedown Methodist Church ("Church Council") shall make the Church premises available for use by Church and Community Groups and individuals, subject to the approval of the Stewards Meeting on behalf of the Church Council.

2. Letting Requests

Priority of use will be given in the order of District, Circuit, Church, other Christian Organisations and Groups, Community Organisations and Groups, and private individuals. Priority will also be given to regular users before casual users.

All requests for the use or hire of the premises shall be made by completing the PSJ MC Booking Form for Stewards Meeting approval. The Stewards Meeting may exercise their option to refer any request to the Church Council if this is deemed necessary.

Users and Hirers of the Church premises shall be expected to agree to the Terms and Conditions of the Use of the Church Premises as approved by the Church Council.

3. Regular Users

Lettings to regular Users will be subject to an initial review after 3 (three) months, and at 12 (twelve) monthly intervals thereafter.

4. Terms and Conditions

The Terms and Conditions of the Use of Church Premises shall consider, inter alia, the current Safeguarding Policy, Health and Safety Policy, Insurance, Public Liability and Indemnity Policy, and set out the Responsibilities of the User/Hirer, and the applicable Charges of Hire.

5. Duty of the Church Council

For time to time the Church Council shall appoint responsible persons to administer the Booking of Church Premises, and nominate Key Holders. In addition, the Church Council (through the Church Stewards) shall ensure that a group of Church Members is available to open the premises, switch on heaters, and check the cleanliness of the building and facilities. The Church Council undertakes to ensure that the Church premises are clean and presentable before letting (i.e. all rooms, including the kitchen, toilets and corridors and clean; tables-tops are clean, carpets vacuumed, furniture is in place, etc.).

6. Approval & Review of this Policy

It is the responsibility of the Church Council to ensure that this policy is reviewed on a regular basis. The date of the next review is **February 2016**.

This policy was accepted by the Church Council at the meeting held on **Wednesday 12th February 2014**.

Signed (Minister) (Date)