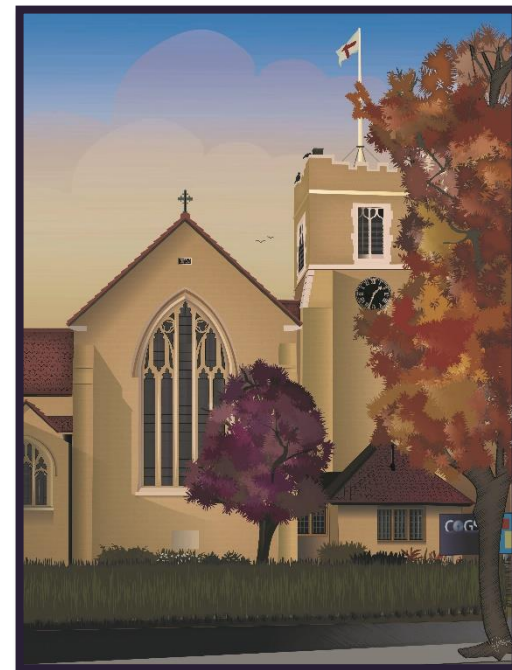


**The Church of the Good Shepherd
Guidelines and Procedures for using
the Church Hall**



Tomorrow can be different for us all

(External Hall Hire)

We believe our buildings are given to us by God as both a gift and resource. We want to ensure that they are kept in good repair and to honour Him in the way we use them. We also want to respect the people who use them, and so we ask you to observe these guidelines.

Who may use the hall?

The PCC are happy to make the hall available for children's parties and refreshments following a baptism or wedding, providing users have a 'qualifying connection' with the church. This is someone who attends church or a church group regularly and/or on the church electoral roll.

How do I enquire about bookings?

- Bookings are to be made through the Church Office and in liaison with the Office Manager.
- Arrangements will be made for the unlocking & locking of the building and for a caretaker to be onsite during the event.
- You will be asked to contribute £35.00 per hour towards the cost of using the hall plus £50 for the use of the kitchen facilities.
- Should any damage occur to the premises or equipment whilst using the building, you will be asked to reimburse the PCC for the cost of them.

What are the guidelines for using the hall?

- Hall hire times: 9am - 10pm – the finishing time reflects our respect for neighbours.
- The walls and ceiling cannot be decorated with any material which could damage the paintwork. Please liaise with the Office Manager concerning balloons, streamers, banners etc.
- Alcohol in moderation can be served, i.e. a glass of wine, sherry or champagne but spirits are **NOT** permitted – see the booking form.
- We have a '**NO smoking**' policy that we ask all guests to respect.
- We also ask that any use of music/Video/TV within the hall is to be of a level that would not cause a disturbance to neighbouring houses.

Using the kitchen

- If you use any appliances please observe the safety guidelines.
- Children are **NOT** permitted in the kitchen at any time for safety reasons.
- All utensils, crockery and equipment must be cleaned and returned to their original place.

Children in the hall

Children are their parents or supervising adults responsibility at all times.

Children are not allowed to run in and out of doors, around the church grounds, use any equipment or enter the kitchen unless strictly supervised.

Children's Parties

- The hall is available for children's parties providing that the children are under 11 and the guest list does not exceed 25.
- Entertainment must be in line with Christian principles, eg no witches, martial arts, magicians or Halloween parties.
- Hire equipment may only be used if the user arranges public liability insurance.
- Soft balls only may be used.
- All activities must be supervised by adults. Please ensure that there is a suitable number of adults present.

Adult Parties:

- Adult parties can only be booked by Church members but are still at the discretion of the PCC to agree the booking. The decision of the PCC or subcommittee thereof shall be final.

When you leave the hall please ensure that:

- The hall is swept and cleaned before you leave;
- The toilets are clean;
- All rubbish is taken away with you;
- All windows are shut;
- All fire doors are secured;
- All lights are switched off;
- All exit doors are locked and alarm set.
- Please also be aware of the noise level when leaving the building.

NB: The PCC will not be liable for personal loss, accident or theft.

For more information

Please contact the Church Office on 01708 745626.

Booking forms can be obtained from the Church Office. *We do require a non-refundable deposit of £35 with the booking form to secure the booking.*

Your co-operation is greatly appreciated.