



**Forth St Pauls Parish Church**

**CONDITIONS OF LET**

1. Heating will be provided from 5pm to 9.30pm.
2. All users are asked to leave the halls by 10:30pm unless permission has been granted by the Congregational Board for an extended let.
3. Before leaving the hall, those responsible for making the booking must ensure that all refuse is removed and deposited properly in the wheelie bin. Urns, teapots and kettles are emptied and dried, all perishable foodstuffs are removed, equipment is stored away and toilets are clean and tidy.
4. **Fire doors must never** be blocked by chairs or other obstructions, for your own safety and to comply with Fire Regulations.
5. All chairs and tables must be stacked properly.
6. Smoking is not permitted in the Church buildings or on the grounds.
7. The sale/consumption of alcohol is prohibited in the Church halls and grounds.
8. Damage to property must be reported to the Halls Manager (Mrs Jane Savage) within 24 hours. If it is considered that the damage is the result of vandalism, the organisation may be held responsible for the payment or renewal.
9. Insurance: those booking the Halls are responsible for providing adequate insurance cover for themselves and for anyone associated with them. Also for equipment and any property brought into the premises.
10. Fire Regulations state that 120 is the maximum number of people that can be seated in the large hall.

Those in charge of the booking of the halls should read these Conditions of Let, the Policy Statement for the protection of children and young people in the Church and undertake to follow the Code of Practice.

**If any organisation fails to comply with the above Conditions of Let, the Kirk Session may withdraw its permission to use the Halls.**

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**SAFETY: The First Aid box is located in the kitchen. It is kept in the kitchen drawer marked with a cross.**

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The above Conditions of Let are set down to ensure the safety of all who use the Halls and to ensure that they continue to be a useful resource for organisations.

The Conditions of Let will be reviewed annually in February.



## Forth St Pauls Parish Church

### Hall Lets

In order to book the small or large halls, please contact our Halls Manager:

Mrs Jane Savage  
257 Climpy Road  
Climpy  
Forth  
ML11 8EW  
tel: 01555 811139

Once permission has been given, the user must ensure:

- A) All dates and times are recorded in the Hall Diary which is kept by Mrs Jane Savage.
- B) All bookings must receive a Condition of Let Notice and accordingly must complete and return the Hall Let Application Form.
- C) Mrs Savage should also be informed if a regular meeting is cancelled or cancelled for holidays to avoid unnecessary heating and opening of the halls. If due notice is not received you may still be charged for the hall let.

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### **Scale of Charges**

1. Church Organisations: Free
2. Non-Church Organisations:
  - Large Hall - £15 per hour
  - Small Hall – £10 per hour(Or at the discretion of the Kirk Session)

Cheques should be made payable to: **Forth St Pauls Parish Church**

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### **Policy Statement**

The Church of Scotland has a deep concern for the wholeness and well-being of each individual. It seeks to safeguard the welfare of all people, regardless of age, who come into contact with the Church and its organisations. It is the responsibility of each individual within the fellowship of the Church to prevent the physical, sexual or emotional abuse of children and young people.

Conditions of Let..... overleaf