

Bookings policy, 2024

Introduction

Our building is available for church activities and church-endorsed activities. Church-endorsed activities will usually be community groups or initiatives where Elmdon Church are working in partnership with a group or individual to bless or serve the local community in line with our mission statement: Sharing the Love of Christ. Church-endorsed activities are therefore not overseen by Elmdon Church, but have been approved by the PCC as activities which contribute to the furthering of the mission of Elmdon Church. Our building is not available for general lets.

A booking form must be received for all church-endorsed activities, and approval of the PCC confirmed by email before the activity can commence.

For church activities, bookings can be made by emailing contact@elmdonchurch.org. Please include the purpose of the booking (e.g. electrical inspection, volunteer training, cleaning etc.), and the name of the responsible person so we know who to contact in case of emergency.

PCC and Leadership Team keyholders carrying out ad hoc tasks can just pop in but should check the church diary first to ensure the church is not in use, and follow the church's lone-working policy. If you have not made a booking, be prepared for others to be 'just popping in' too.

Use of the building

Accidents: Please note all accidents in the Accident Book, located in the First Aid box in the kitchen; and notify the Churchwarden.

Alcohol will not normally be served at social events; and when it is, it will only be done by written permission of the Rector or Churchwarden, and for the purposes of toasts or consumption with a meal. Please note that our building is not licensed for the sale of alcohol.

Animals: By prior agreement with the PCC, dogs may be brought into the premises at the discretion of the person responsible for the activity. No other animals may be brought into the building.

Breakage and Damage: Please bring any breakages or damage to the attention of the Churchwarden.

Decorations: No adhesive tape or putty (e.g. Blu-Tac) may be used in any part of the building. Pins may only be used on the dedicated display boards. No fixtures or fittings may be taken down or removed.

Electrical Items: Please switch off electrical appliances after use. Additional electrical items may only be used with the agreement of the Rector or Churchwarden.

Gambling: It is PCC policy that no gambling will take place on church premises. This includes betting, lotteries, raffles and tombolas.

Health and Safety: It is your responsibility to familiarise yourself with any applicable health and safety policies, and to risk assess your activity. In particular, no more than four people should be in the kitchen at any one time, and care should be taken when carrying boiling water around the kitchen.

Heating: If you put the heating on, please make sure it is turned off again before leaving the building.

Insurance: For activities that are not run by the church, it is the responsibility of the named person on the booking form to ensure that insurance is in place for all legal liabilities which may arise. These would include death or personal injury to third parties and damage to property or the property of others arising out of your occupation and activities while on church premises. Please ask the Rector or Churchwarden if you are not sure whether your activity is run by the church or not.

Keys: If a key has been issued to you, please take good care of it. Under no circumstances may keys be copied, loaned or given to another person, or used to access the building at other times except by prior arrangement with the Rector or Churchwarden.

Rooms Available to be Used: The Wilberforce Hall, toilets, kitchen and side room are available for booking. The downstairs space in the church is not included, except by prior arrangement with the Rector, and must be treated with respect.

Safeguarding: Any bookings for church-endorsed activities where children or vulnerable adults will be present must complete the relevant Church of England – Hirer’s Safeguarding Statement on page 4. Organisations using church premises for work with these groups must also have a full Safeguarding Policy of their own, which they must provide to the Rector or Churchwarden before booking commences.

The Safeguarding Statement need not be completed for church-run activities, which will always be run in accordance with the PCC’s safeguarding policies and procedures.

Set-up of the Building: Please put everything back as it was found, and ensure that all rooms, including the kitchen and toilets, are left clean and tidy.

Smoking: No smoking or vaping is allowed in any part of the building or churchyard.

Changes to the booking

It is the responsibility of the named contact to inform the Rector or Churchwarden of any changes of contact details.

Any changes to the activity itself are subject to approval by the PCC. Changes to the times of the booking are subject to approval by the Rector or Churchwarden.

Date clashes

Where date clashes arise, the Rector or Churchwarden will consult the leaders of the activities involved at the earliest opportunity. In general, church services will take priority over other activities, and church activities will take priority over church-endorsed activities.

Concerns

If you have any concerns relating to your booking or the building, please contact the Rector or Churchwarden as soon as possible.

Contact details:

Rector: Revd Bekah Clark Email: revbekahclark@gmail.com Tel: 07462 038151

Churchwarden: Sue Kimber Email: sue@elmdonchurch.org

Elmdon Church Booking Form

Purpose of booking:

Date(s):

Time(s):

Contact name:

Address:

Telephone:

Email:

- I understand and accept the policy on the use of the building, including my responsibilities regarding safeguarding and insurance.
- I understand that the use of the building remains at the discretion of the PCC at all times.

Signed:

Date:

Please return your completed booking form to the Rector or Churchwarden, or email to contact@elmdonchurch.org.

**Church of England: Hirer's safeguarding statements for church-endorsed activities
If children or vulnerable adults will be present, complete either section 1 or 2 as appropriate.**

1. Individuals

I _____ (block capitals) agree to take full responsibility for the welfare of the children, young people and/or vulnerable adults who attend the event on the above date and will take all reasonable steps to prevent harm to children, young people and/or vulnerable adults and prevent injury, illness, loss or damage occurring.

Signed:

Date:

2. Organisations

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will provide the church with a copy of your organisation's Safeguarding Policy/ies;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity, including contact details and next of kin, will be kept securely;
- you will immediately (within 24 hours) inform the Parish Safeguarding Co-ordinator of the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it;
- any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

Our Parish Safeguarding Co-ordinator is:

Name: Lesley Huss

Email: safeguarding@elmdonchurch.org

Tel: 07790 725295

Declaration

We agree to abide by appropriate safeguarding procedures. We understand that our booking agreement may be terminated in the event of my failing to comply with these procedures. We understand that the parish accepts no responsibility for our failure to comply with the above requirements.

Signed: _____

Designation: _____

Organisation: _____

Date: _____