

ST LUKE'S METHODIST CHURCH CENTRE

City Way, Rochester, Kent ME1 2BQ

Telephone: 01634 406768

E-Mail: stlukes2014@gmail.com

Website: www.stlukesrochester.co.uk

The management of St Luke's Methodist Church (hereafter known as the Church) rests with the Trustees of St Luke's Methodist Church. Our aim is to serve God in this place and community and to work closely with those in the local and wider community.

Church policy

The Church operates an equal opportunities policy and seeks to include and respect all people whatever their Age, Disability, Gender reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex or Sexual Orientation.

The Church operates a "no smoking", "no vaping", "no drugs", and a "no drinking of alcohol" policy throughout the premises & Grounds

No betting, gaming and lotteries are permitted on the premises. Raffles and tombolas are permitted. The Methodist Church set a limit of £50 for the total amount of money that can be spent on prizes. This does not include donated prizes.

The Hirer

1. Shall not use the premises for any purpose other than that originally intended. Shall not use, or allow the premises to be used, for any unlawful purpose, or in any unlawful way, or in any way that could be deemed to bring St Luke's Methodist Church into disrepute. Shall not sub-let the premises.
2. Shall not do, or bring onto the premises, anything that may endanger the premises, or render invalid any insurance policies in respect thereof.
3. Hirers are requested to consider residents of the immediate neighbourhood with regard to noise during the use of the premises and on leaving after 10pm.
4. Should familiarise themselves with the Fire and Safety evacuation information located in each room.
5. Are responsible for appointing their own 'steward' to act in the case of a fire and to have an emergency plan in place.
6. Will arrange any additional insurance cover required by the charity, copies of which should be given to the church. The Church's Public Liability Insurance provides cover for injuries arising from a defect of the premises or contents of the building only.
7. The Charity/Group confirms that they are familiar with the Government's publication "Safeguarding children and Young people" and has an understanding of it and undertakes to follow the Code of Practice in relation to work with children and young people under the age of 16 year.
8. Confirms there is a satisfactory Safeguarding policy in place and the necessary DBS checks have been completed. If you do not have any or any satisfactory Safeguarding Policy then the use of the premises

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shall be subject to the observance of the Church's Safeguarding Policy, a copy of which is located in the main hall.

9. Should familiarise themselves with the location and correct use of the fire evacuation chairs (located on the fire escape landings).
10. Will leave all halls and kitchen in good condition and will ensure all tables and chairs are left as you find them. Chairs should not be stacked above 6 high.
11. Will leave the toilets in a reasonable, tidy and hygienic condition.
12. Shall take away any of their waste and rubbish.
13. Shall be liable for any breakages or damage to the premises or property therein. This should be reported to the church via email to stlukes2014@gmail.com

St Luke's

1. The church will ensure the main hall, kitchen and toilets are cleaned on a regular basis and when requested.
2. The church will provide adequate heating and lighting for the room.
3. The Church reserves the right to use the main hall and kitchen whenever it deems necessary. When the church requires the use of the room for events as much notice as possible non-availability shall be given to the Hirer.

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Name of Group

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Signature/s
St Luke's Methodist Church

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Group Leader