



Responsible Trustee	Date policy produced	Name of Policy Writer	Frequency of Review	Date reviewed on / by whom	
Governance Subcommittee	Feb-July 2024	Alwyn Barry	Five yearly		

Room Booking / Hire Policy, Terms & Conditions

The following document sets out the Policy in relation to the hire of rooms within the Church premises.

The Room Hire Agreement must be complete and signed in respect of any booking of the premises, other than for Cambray Baptist Church's own events or those of Gloucestershire Chinese Christian Church. The person signing the Room Hire Agreement shall be known as "the Hirer" and shall accept full responsibility for the due observance in all respects of the Terms and Conditions as set out in this Policy document. The Hirer must be a responsible adult aged over 18.

This policy applies to the hire and/or use of any part of the building.

The Policy:

1 Usage Restrictions

- 1.1 We will not accept bookings for activities which conflict with the Christian gospel and the Church's Statement of Faith, or which may cause offence, on grounds of their religion or belief, to a significant number of Christians. Cambray Baptist Church reserves the right to refuse requests for hire by groups or for activities which, in the opinion of the Trustees of Cambray Baptist Church, are either contrary to the purposes and beliefs of the Church, or where the Trustees or Officers of the church (including the Church Manager or Finance Officer) consider that such use or activities may cause offence on grounds of religion or belief to a significant number of Christians. No acts of worship, other than Christian worship in accordance with the Statement of Faith of Cambray Baptist Church and the Deeds of Cambray Baptist Church, are permitted on the premises.
- 1.2 Use will not be accepted that interfere unduly with Church life, such as preventing our regular activities from functioning in full; these include, but are not limited to, annual events like Christmas, Easter or other irregular Ministry events of the church. For example, they will not normally be accepted if the premises are already booked for a Church event.
- 1.3 Sale of alcohol is not normally permitted on the premises. Intoxicants shall not be brought onto or consumed on the premises without the prior approval (in writing) of the Trustees of Cambray Baptist Church; illegal drug usage on the premises is explicitly forbidden in all circumstances; no smoking or e-cigarettes, or equivalent are permitted within the premises.
- 1.4 Where any of the kitchen areas are included, these must be used in accordance with the Food Health and Safety Policy and Procedures of Cambray Baptist Church. The hirer must also have their own Food Health and Safety Policy to which they must also adhere.

- 1.5 Out of respect to other users and our neighbours surrounding the premises, we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises, and when leaving the premises.
- 1.6 All events are to finish by the closing time agreed, and certainly by 11pm, with the premises to be empty by 11:30pm. The premises will not be available to the Hirer before the beginning of the booking time and must be vacated by the agreed time for the end of the booking.
- 1.7 No animals may be brought into the hall without permission except for guide or assistance with disabilities dogs, and no animals are allowed in the kitchen areas under any circumstances.
- 1.8 We do not permit any long term hire arrangements. Where there are historic regular / irregular arrangements, these are always subject to annual review. Cambray Baptist Church reserves the right to refuse any future use regardless of the historic use of the buildings, without prejudice.
- 1.9 The Hirer shall not sublet the premises. No entrance fee may be charged to any person other than a member of a club or organisation run by the Hirer.
- 1.10 No additional equipment is to be brought in or used in the church without prior arrangement. No use of church equipment already in the hired rooms, apart from chairs and tables, is permitted without prior arrangement and agreement.
- 1.11 All church equipment so used must be returned to its storage location at the end of use, all rooms cleaned, and left ready for use by the next user. Any additional cleaning or time required to set a room back to its starting condition will be charged to the hirer without prior negotiation.

2 Charges

- 2.1 We will normally charge for the use of the premises by external organisations; however, charges may be waived or reduced in certain circumstances at the discretion of the Trustees of Cambray Baptist Church or their representative.
- 2.2 Charges will be set at a reasonable rate, consistent with covering costs and providing a modest contribution to maintenance costs. The schedule of Charges will be reviewed on an annual basis.
- 2.3 If you wish to cancel your booking, please contact the Church Office at least a week in advance of the booked event and any monies paid will be refunded in full less any deposit. If the Hirer cancels within a week of the booking, then the hire fee will not be returned. The Hirer may make a request to move the booking to an alternative date depending on availability.
- 2.4 Cambray Baptist Church reserve the right, up to one week prior to the booking, to cancel any booking in the event of the premises being required by the church; In which case a full refund of any money paid will be made and every effort will be made to provide a suitable alternative time when the premises will be made available at the normal fee. In the event of the premises, or any part, being unfit for the purpose of Use, Cambray Baptist Church will not be liable to the Hirer for any loss or damage incurred.
- 2.5 Payment is required in full at the time of the booking unless an agreement is made (in writing) with the Trustees of Cambray Baptist Church or their representative.

3 Access and Security

- 3.1 The Hirer is responsible for all setting up and putting away of any equipment used and removal of all rubbish. Rubbish should not simply be left in the church rubbish bins.
- 3.2 Any use of the premises will require the hirer to be present for the duration of the booking. The premises must not be left unattended at any time and must be left secure at the end of the booking.

- 3.3 If an entry fob is provided, then this must always be kept safe and returned to the Church Office at the end of the booking period or as soon thereafter as is reasonably possible. The entry fob or code shall not be copied nor given or lent to any third party. If an entry fob or code is provided, it is the Hirer's responsibility to ensure that all fire doors and windows are closed, all doors locked, all taps turned off, all lights switched off (including exterior lights) and all external gates and doors locked at the end of the letting period. The Church reserve the right to charge an additional fee if any lights are left on or there is any damage caused by taps not turned off.
- 3.4 If the gate codes are provided, then this must not be used by anyone other than the Hirer and must only be used for access to the premises for the purpose of the booking – no access at other times is implied or permitted.
- 3.5 The right is reserved for a other members of the church to enter and use any part of the building at any time. The agreement for a room booking is for use of the rooms booked alone, and do not imply exclusive use of the buildings or rooms in the church.
- 3.6 If the Hirer is the only group in the building, they should take all reasonable steps to ensure the security of the building and land associated with the building during and at the termination of their booking.

4 Health and Safety

- 4.1 Cambray Baptist Church will ensure that the premises are safe to use. However it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire, including a qualified First Aider if necessary. First aid boxes are located in the School Room Corridor.
- 4.2 Any accidents involving personal injury must be reported to the Church Office and be recorded in the Accident Book, located in the School Room Corridor near the Defibrillator. Serious injuries should, in addition, be reported immediately (if necessary via email) to the Church Office.
- 4.3 All entrances and exits must always be kept clear, and the number of people attending must not exceed the maximum number allowed as follows:
- Main Church – 400*
 - Rodney Hall – 120 with tables; 240 seated; Gangways 1.2m; 7 chairs per row if unconnected
 - School Room – 60*
 - Upper Room – 40*
 - Crèche Room – 30*

** These numbers are advisory upper limits. If you set up the room so that chairs/tables/equipment would prevent adequate simple egress in case of fire or other need to evacuate, or in case of the emergency services needing access, your own Risk Assessment for the event should determine the upper limit for the room.*

- 4.4 The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met. A copy of our Health and Safety Policy is available from the Church website (www.cambray.org).
- 4.5 There are no public telephones in the premises, therefore the Hirer must ensure that he/she has access to a mobile phone in case of emergencies.
- 4.6 The Lift should not be used when there is only one person in the building or in the event of a fire. For those with mobility restrictions the nearest safe level exit is the designated Fire exit. All Fire Exits are clearly signed.

5 General

- 5.1 A strict no smoking policy (including e-cigarettes) applies to all rooms (including toilets) on the premises.

- 5.2 We do not provide access to any on-site storage for the Hirer or the event. At the end of the event all items belonging to the Hirer must be removed. No inflammable or perishable items should be stored on the premises. The hirer must not prevent any other person from accessing the storage areas in the church.
- 5.3 All items that have been agreed can be brought into the premises are brought in at the Hirers own risk. The Church shall not be responsible for any damage or loss incurred, however caused.
- 5.4 Only ball games using soft balls (i.e.made of foam) are permitted, and only then by prior arrangement with the Church.

6 Responsibilities

- 6.1 The Hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities and shall report any deficiencies on each use.
- 6.2 The Hirer must leave the premises in a clean and tidy condition. Losses, breakages, and damage must be reported, and paid for in full. Hirers may rearrange tables and chairs in the premises but must restore them to their original places immediately at the end of the letting.
- 6.3 The hirer is responsible for leaving the toilets, sinks and and kitchen areas which have been agreed for use within the booking clean and ready for use by subsequent users.

7 Safeguarding

- 7.1 The church will not hire its premises when there is another booking which involves attendance by children or vulnerable adults.
- 7.2 If the hiring involves the attendance of children and young persons under the age of 18 or Vulnerable Adults at the premises, the Hirer confirms that appropriate Child and/or Adult Safeguarding Policies and Procedures are in place.
- 7.3 It will be necessary for the hiring organisation to demonstrate that they have provided their leaders with the appropriate safeguarding procedures and training. The Hirer agrees to ensure that all adults present on the premises are aware of these Procedures and will abide by them.
- 7.4 The Hirer confirms that, when necessary, under the terms of Child and/or Adult Protection Procedures, appropriate checks from the Disclosure and Barring Service have been carried out in respect of persons involved with children, young people, or vulnerable adults on the premises during the hiring.

8 Insurance

- 8.1 The Hirer is responsible for ensuring that the group/event is adequately insured. A copy of your Public Liability Insurance Certificate, or reasons why you may not need Public Liability Insurance for your booking, should be sent to the Church Office.
- 8.2 In the case of accidents, Cambray Baptist Church cannot accept any liability. Indeed, Cambray Baptist Church accepts no liability for accidents, injuries, damage and/or loss of personal property because of using the premises.

9 Legal Requirements

- 9.1 Cambray Baptist Church has the required licences which allow for copyrighted music, or music videos, to be played on the premises during the time of the hire. Such use is chargeable by CCLI and Cambray Baptist Church will require additional reimbursement for such use if the Hirer does not themselves have such licencing arrangements.

- 9.2 If the Hirer is for an activity which involves a performance, the Hirer is responsible for ensuring that they have the relevant licences to do so. Cambray Baptist Church accepts no liability for any breach of Copyright by the hirer or within the booking.
- 9.3 The Hirer shall not use the premises for any trade purpose, including but not limited to jumble or bring & buy sales, fetes, or fairs, nor for 'for profit' purposes unless prior written consent is obtained from the Trustees of Cambray Baptist Church.

10 Compliance

- 10.1 Failure by the Hirer to comply with any or all the terms of this Policy document where applicable, whether intentionally or not, may be deemed by Cambray Baptist Church to be just cause for immediate cancellation of any letting or series of lettings and may result in forfeiture of the entire of any security deposit.

11 Administration

- 11.1 Bookings of the premises will be administered by the Church Office, usually under the management of the Church Manager or their designate. This includes the acceptance and declining of bookings in consultation with the Trustees of Cambray Baptist Church, their designate and/or the church Leadership team, as necessary. The Senior Pastor or Church Secretary can act as final arbiter if required.

12 Additional Documents:

- Appendix A – First Enquiry Reply Letter
- Appendix B – Application to hire rooms within Cambray Baptist Church
- Appendix C - Basis of Faith of Cambray Baptist Church and Values of the Church
- Appendix D – FAQs
- Appendix E – Leaving and Locking up Procedure
- Appendix F – Pre-Event Check List
- Appendix G – End of event Check List



CAMBRAY
BAPTIST CHURCH
CHELTENHAM
LOVE + GROW + GO

Cambray Place, Cheltenham, GL50 1JS

e office@cambray.org

w www.cambray.org

t 01242 584672

Dear [ENTER NAME AND ADDRESS HERE],

Use of Rooms within Cambray Baptist Church

Thank you for enquiring about the use of rooms within Cambray Baptist Church for [ENTER INTENDED USE HERE].

As the Hirer of the [ENTER ROOM HERE] you are personally responsible for the safety of everyone, during the period of hiring. It is essential that you realise your personal responsibility in case of any emergency. You should also understand the safety procedures, including all details concerning fire safety equipment and exits.

To confirm the booking, please return the completed first two pages of this document. This confirms your understanding of the Terms of Use and your responsibilities as Hirer. Please let the Church Office know immediately if you have any query.

We do hope that by attending to all the Terms and Conditions for use in the Room Hire Policy, your event will go smoothly and safely.

With kind regards,

Cambray Baptist Church

DECLARATION TO BE COMPLETED BY THE HIRER

I, (please print) _____ confirm that I have read and understood my responsibilities in hiring the Rooms on _____ for a private function

I confirm that the attached Terms and Conditions are acceptable and will be complied with.

Signed: _____ (Person signing must be 18 or over)

Dated: _____

APPLICATION FOR HIRE / USE OF ROOMS WITHIN CAMBRAY BAPTIST CHURCH, CHELTENHAM

Please complete the details below and return to the Church Office.

Name of individual responsible: _____

Organisation: _____

Contact Tel. No: _____

Contact email: _____

Hire Date, (see below if multiple dates): _____

Purpose of hire: _____

Likely numbers: _____ Event start time: _____ Finish time: _____

Access time to prepare: _____ Leaving time: _____

Regular / Repeat users. Start date: _____ End date: _____

Do you meet: Every week ☐ Term time only ☐ Other ☐ Please provide dates

Please supply a copy of your Public Liability Insurance Certificate with this application.

Do you have any specific requirements that we need to be aware of or prepare for before your group's arrival? If yes, please give details: _____

☐ I acknowledge receipt of, and agree to abide by, the terms and conditions of use.

☐ I understand that the booking may be liable to alteration in an emergency.

☐ I have never been convicted or cautioned concerning a sexual offence against children, young people or adults who may be at risk and I have supplied a copy of my current DBS check with this application.

Signed: _____ (Person signing must be 18 or over) Dated: _____

Appendix C - Basis of Faith of Cambray Baptist Church and Values of the Church

1. The Authority of Scripture

The divine inspiration of the Holy Scriptures as originally given, not only containing but being in themselves the Word of God. Their final authority for the believer in all matters of faith and practice (2 Tim. 3:16; 2 Peter 1:21)

2. The Nature of God

In the one Godhead there are three Persons: God the Father, God the Son and God the Holy Spirit (Matt. 3:16-17; 28:19; 2 Cor. 13:14). The Sovereignty, Holiness, Love and Grace of God in Creation, Providence and Redemption (Eph. 1:11; Rev. 4:11; 1 John 4:10; John 3:16; 1 John 1:3. The Person of our Lord Jesus Christ

3. The Person of Jesus Christ

- (a) His true deity as the Son of God (Col. 2:9)
- (b) His virgin birth (Matt. 1:18-25)
- (c) His real and perfect humanity (Luke 2:1-52)
- (d) The absolute authority of His teaching and the infallibility of all His utterances (John 8:26,28)
- (e) His finished work of Atonement for sinners by His suffering and dying as their substitute (Matt. 26:28; 1 Tim. 2:5-6)
- (f) His bodily Resurrection and His Ascension into Heaven (1 Cor. 15:12-34; Acts 1:9-11)
- (g) His present High Priestly intercession for his people (Heb. 7:25)
- (h) His personal return (John 14:13; Acts 1:11; 1 Thess. 4:14-18)5)

4. The Work of the Holy Spirit

The work of the Holy Spirit in the new birth, conversion and holy living (John 16:8-15; Eph. 2:1-10)

5. The Sinful Nature of Man

The corruption of every part of human nature as a result of sin and necessity of the New Birth (Rom. 5:12-21; 1 Cor. 15:21-22; John 3:3-8)

6. The Work of Atonement

The sinner is put right with God through the atoning work of our Lord Jesus Christ and this blessing is to be received by faith alone (Rom. 4:24-25; Rom. 5:1-2)

7. The Resurrection and Judgement

The resurrection of the body (1 Cor. 15:50-57) and the judgement of the world by our Lord Jesus Christ (Acts 17:30-31; Matt. 13:24-30; Matt. 13:36-43)

8. The Ordinances

Two ordinances of divine institution are observed:

- (a) Believers' baptism by immersion as a confession of faith and an act of obedience (Matt. 28:19-20; Acts 2:38)
- (b) The Lord's Supper as an act of remembrance and fellowship (Luke 22:19-20; 1 Cor. 10:16; 1 Cor. 11:23-28)

9. The Church

The Church of Jesus Christ is composed of all those who, confessing their repentance towards God and faith in our Lord Jesus Christ, have been born again by the Holy Spirit (1 Cor. 1:2; 1 Cor. 12:13; Eph. 1:22-23; John 10:16)

Values and Beliefs of Cambray Baptist Church

As a Christian church, we hold:

- The Bible, which in its entirety is the word of God revealed and applied by His Spirit, in the highest esteem and seek to follow its direction in all things (2 Tim 3:16; John 14:15,21);
- The Gospel of Jesus to be the only way of salvation, the only word of saving truth and the only source of life, and Jesus as the saviour of all who repent of their sins and turn to Him as Lord (John 3:16; John 14:6; Acts 4:12);
- The sanctity of life in the highest esteem, knowing that humans are created in God's image and He is the one who numbers our days (Gen 1:27; Ex 20:13; Ps 139:13-16);
- The equal value of all people in the highest esteem, knowing that man and women are created equal, though with different abilities and roles, and all are God's creatures who He cares and provides for, no matter what race or creed, and that He desires all people to come to Him in repentance to find salvation in Jesus (Gen 1:27, Col 3:11, 2 Pet 3:9);
- That God created all humanity in His image, male and female, and that our identity is found in Jesus who enables us to accept, rejoice in and thrive in Him (Gen 1:27, Jn 7:37-38; 1 Cor 6:19-20; Gal 2:20; 1 Jn 3:1-2);
- That Marriage, as the binding of one man to one woman for life, is God's design, knowing that God hates divorce, that adultery, infidelity, unfaithfulness, or other forms of relationship that do not follow His pattern are perversions of God's purposes for humanity, and that Godly marriage is both a blessing to the individuals, upholds family life, and is a sign to the world of God's grace and love to us (Gen 1:27, 2:24; Prov 18:22; Mal 2:16; Matt 5:27-28; Mark 10:6-9; 1 Cor 7:2; Eph 5:22-33; Heb 13:14);
- That "righteousness exalts a nation" and, though we submit to all authorities, we owe our loyalty to God and His word above all, bringing all personal political persuasions under the rule of His word (John 14:15; Prov 14:34; Rom 13:1-7; 1 Tim 2:1-6; Tit 3:1-3; 1 Pet 2:17-18).

Appendix D – FAQs

Thank you for booking a room at Cambray Baptist Church. Please find below a list of frequently asked questions which we hope you will find useful. Staff at the Church office will be happy to help with any other queries.

Do you have disabled facilities?

There is level access throughout the building, with wheelchair accessible toilets on both the main church level and the Rodney Hall level. (There is no induction loop for those with hearing aids.)

An induction loop is fitted for the hearing impaired only in the main church building.

Can we use more than one room?

Yes, providing there is availability and this does not disturb other users of the building. This will have been agreed at the time of your booking. Please do not use other areas of the building apart from those booked and the nearest toilet facilities to the room(s) booked. Please use the entrance nearest to the room(s) booked for the arrival and departure of your attendees.

Can I use the kitchen facilities?

Yes, if you have requested them in your booking. However, there are a few guidelines to follow:

- You must follow the Church's Food Hygiene and Safety Policy and Procedures (available from www.cambray.org) and, ideally, have your own Food Hygiene and Safety Policy and Procedures in addition.
- Please use disposable plates and cutlery unless you have agreed use of those provided by the church in your booking.
- Please provide your own tea/coffee/milk etc
- Empty all bins at the end of your session
- Please clean all floors and surfaces used in the Kitchen area used, to the hygiene standards specified for that Kitchen Area, so it is ready for the next event
- Please adhere to kitchen hygiene notices

Do you have car parking?

We do not have parking. Exceptionally, at certain times / days the Church Forecourt is available for parking, but only by prior arrangement. It is normally kept clear for emergency vehicles.

What happens if I have to cancel?

Please let us know by ringing the church office (01242 584672) or by email (office@cambray.org) and give us as much notice as possible if you need to cancel. We will endeavour to return any deposit unless it is within 7 days of the event.

Who will unlock and lock up?

Once you have made your booking you will be provided with a temporary Entrance Key Fob and Gate Codes and given instruction on how to use them. You take on all the responsibility and liability for the security of the church during the event and the secure lock up of the church at the end of the event, following our guidelines for securing the church. At our discretion you will, alternatively, be allocated a named person who will meet you at the start of your session and lock up at the end.

What about the heating?

Heating will be pre-set for your event. If however, it becomes too hot or cold please contact your booking coordinator who will advise accordingly.

Can I put up decorations?

No, not without prior arrangement. If there has been prior arrangement made it is your responsibility to remove all decorations at the end of your event and return the room to its original layout.

Are there tables and chairs I can use?

We have a range of trestle tables and chairs that you are free to use provided you return them to their respective storage positions. Please discuss your requirements when making the booking.

Can I use the sound and display systems?

Not unless you have the express permission of the church and you have agreed some specific support from one of our regular volunteers.

Appendix E – Leaving and Locking up Procedure

Tidying up

- Tidy up any rooms you have used – all rubbish in the bins, all food waste taken with you.
- If there has been a spillage, you are responsible for clearing the spillage and ensuring that carpets or furniture are left clean.
- If you have children/youth who may have entered other areas of the building you are responsible for ensuring that the areas they have used are tidy, everything used is cleared away, and the room is ready for use. (Children should *never* normally be unsupervised in any area of the building)
- Move any furniture / equipment back to its normal position. If you have used cups/plates etc., wash and dry them and store them. Each room you have used should be back to its 'starting order'

Locking up

Check that there is no-one else in the church. If there is, and they will be staying, agree what areas each of you will take on responsibility for locking up. The last person out will always, however, have overall responsibility for the safety and security of the building.

- Go through to the Upper Room, check windows closed, no taps left running, nothing left turned on, lights turned off, doors closed
- Check the Creche Room – nothing left turned on, lights turned off, doors closed
- Check the Rodney Hall Toilet – no taps left running, lights turned off, door closed
- Check the Rodney Hall Kitchen – no taps left running, lights turned off, door closed
- Check the Rodney Hall external doors – both are closed and locked
- Check the Rodney Hall corridor – lights off
- Check the Rodney Hall – nothing left turned on, windows closed, lights off, doors closed
- Check the Toilets in the main corridor - no taps left running, lights turned off, doors closed
- Check the Kitchen – nothing left on, window closed, no taps running, lights turned off, door closed
- Check the School Room – nothing left turned on, windows closed, lights turned off, doors closed
- Check the doors to the main church - they should be locked. If not:
 - Check the front external and internal doors are closed and locked
 - Check the side door is closed and locked
 - Check the Chat Room – lights off, door closed
 - Check the Front Toilet – no taps left running, lights turned off
 - Check the Cloak Room – Lights off, door closed
 - Check the doors from the Foyer to the church are closed
 - Check the AV Desk – under the desk both sides that the switches are all off and desk locked
 - Check the windows are all closed in the church
 - Check the lights are all off in the church and the Foyer
 - Lock the doors to the corridor (the left hand door has the key on the inside attached to the door – lock this first, the other has a key on the corridor side, and so go out of the church into the corridor and lock it, then remove the key after locking and put it into the key cabinet in the Photocopier room - Key #1
- Make sure the Corridor lights are off (switches outside the door to the School Room)
- Check the Disabled Toilet by the side door exit – no taps left running, lights turned off, door closed
- Leave the church building: Ensure that the lock isn't on the 'catch'. Go out, making sure that the door locks behind you when the door closes

Ensure gates both at the front and back are locked. The side passage door locks using a key in the key box (either side of the door), whose combination is the same as the gate locks. The gate locks are simple bike combination locks.

Appendix F – Pre-Event Checklist

Please complete this form and submit it to the Church Office *before* the date of your booking

	Complete (Tick)
Pre-Booking	
The purposes of the event and organisation do not contravene the Basis of Faith (App. C)	
The purposes of the event and organisation do not contravene the Church's values (App. C)	
The event does not contravene any of the clauses of this policy	
The event is a non-profit event, and not for personal or company financial gain	
Booking	
The application form for hire or personal hire have been filled in, submitted, and accepted	
All forms required (e.g. DBS, Public Liability, Risk Assessments, etc) have been provided	
All insurance requirements have been met	
All Legal Requirements in the policy have been met	
The dates and rooms made available are agreed by the church	
Any payment has been agreed in writing, and any pre-payment has been completed	
All Usage Restrictions and Health and Safety requirements have been met/planned for	
All Responsibilities the Letting Policy places on the user have been met/provided for	
Access	
Key Fob/Code access and Gate Codes have been provided by the church	
Your requirements for heating have been communicated to the church and agreed	
Arrangements have been made for equipment needed to be brought in and removed	
Arrangements have been made for post-event tidy up and cleaning	
A responsible person has been appointed to ensure the Locking Up procedure is followed	
Any other queries or questions you need to ask:	

Signed:

Event Organiser:

Date:



Appendix G – End of Event Checklist

Please complete this form and return it with your key fob to the Church Office

	Complete (Tick)
Kitchen areas (if used)	
All surfaces cleaned to the required standard and left tidy	
Floors cleaned / washed	
All utensils, cups, cutlery or other equipment permitted to be used cleaned and stored	
All taps turned off	
Sinks empty and plugs left unplugged so that sinks can drain	
All Rooms and Corridors	
All bins have been emptied and rubbish taken with you	
Rooms used have been left clean and tidy (and floors brushed / hoovered where needed)	
Chairs / Tables tidied back to their storage locations	
Any decorations you put up or equipment you brought in taken away	
Windows Closed	
Lights Off	
Internal Doors locked where required, or closed otherwise	
Toilets	
All taps turned off	
Toilets checked and cleaned if necessary, ready for the next groups to use	
Lights off	
External Lock Up	
External Doors locked and checked	
External Gates locked and side passage door locked (if no other users in the building)	
Please report and Breakages and let us know of any other Fabric issues	

Signed:

Event Organiser:

Date: