



## Stopsley Baptist Church (SBC)

# Booking Terms & Conditions

## 1. Introduction

These Terms & Conditions apply to the SBC Main building and the GreenHouse building. Both buildings can at times be used by more than one organisation and all Users need to be careful of the needs of others.

Any organisation wishing to book the premises will provide a named main contact point who will be responsible for ensuring that the terms and conditions are satisfied.

## 2. Safeguarding

All Users must make themselves aware of the SBC Safeguarding Policy and procedures. These are available from the SBC website <https://stopsley.net/safeguarding-policies> and also are displayed prominently around both buildings.

SBC will wherever possible:

- Attempt to minimise times when there are vulnerable children or adults in the buildings alongside/ in contact with other Users. Should this not be the case, Users are advised not to interact with the other group;
- Advise Users when there are vulnerable adults or children in the buildings and ensure they are supervised accordingly e.g. when using the toilets;
- Advise Users of any special instructions concerning shared areas;
- Advise use of alternative entry/ exit points and toilets;
- Advise if DBS certification is required.

In particular GHM, a project of SBC, deals exclusively with disadvantaged, vulnerable children who have been referred by schools, Social Services and the medical profession. GHM meets in the GreenHouse and seeks "To create a safe space for young people to enjoy, be encouraged and empowered to unlock their full potential and dare to dream." In this environment it is important to ensure everyone signs in and ensures that GHM are made aware of any unexpected visits to the GreenHouse.

## 3. Terms & Conditions

3.1. **Important:** Please note that the church has a "no alcohol" policy so any bookings within Stopsley Baptist Church (main building) must not have any alcohol on site. This applies to inside the building and outside including the car parks. The User must ensure that during the use of the accommodation that no person smokes and that no alcohol is supplied or consumed.

- 3.2. Stopsley Baptist Church reserves the right to refuse bookings that conflict with its Christian beliefs and values.
- 3.3. The church retains control, possession and management of the accommodation and the User has no right to exclude the church from the premises.
- 3.4. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the application form submitted to the church.
- 3.5. The church may be entitled at any time on giving reasonable notice to the User require the User to transfer, if possible, to alternative or comparable space and accommodation elsewhere within the building.
- 3.6. Users are responsible for following all Health and Safety regulations and providing appropriate First Aid whilst our facilities are being used.
- 3.7. After the use of the accommodation it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer must ensure that all the lights are turned out and all doors and windows properly secured.
- 3.8. The User must not leave in the accommodation any equipment, furniture, or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
- 3.9. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.
- 3.10. The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
- 3.11. The User will comply with the provisions of the church's Health and Safety policy, Fire Evacuation Policy and Risk Assessment procedures and will ensure that all those using the accommodation are aware of the appropriate safety responsibilities.
- 3.12. The User must take responsibility for familiarising themselves and their guests or event participants with all safety aspects of the building, fire exits and location of fire extinguishers.
- 3.13. Stopsley Baptist Church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.
- 3.14. Where the premises are to be used by children, the User agrees to comply with the Government's guidelines for appropriate safeguarding.
- 3.15. If the letting includes access and use of the site kitchen facilities, Users should practice good food hygiene standards and use appropriately certificated staff where possible.
- 3.16. Paid bookings may be cancelled up to 24 hours before the event and if so, a full refund will be issued. If the booking is cancelled after this 50% of the booking fee will be returned. Booking cancellations should be sent to [jane.lambert-mason@stopsley.net](mailto:jane.lambert-mason@stopsley.net)

Update on 1<sup>st</sup> May 2024