# CHURCH: St Martin of Tours, Eynsford

# CHURCH HIRE RULES AND REGULATIONS: One-off bookings

## RESPONSIBILITIES

* 1. For any Church-organised event in the Church the Vicar or a Churchwarden must appoint a person who will be in charge of safety (“person in charge”) during the hire or event.
	2. For all other hires, the named hirer is deemed to be the “person in charge” for all matters, including safety unless s/he delegates this to another person.
	3. The person in charge must:
		+ make him/herself aware of these Rules & Regulations
		+ at the start of the hire period ensure that all doors, bolts and locks etc., likely to be needed in an emergency operate freely and report any defects to the Vicar or a Churchwarden
		+ take due care to prevent accidents and do nothing which could cause fire
		+ ensure that the fire doors are kept closed and NEVER wedged open
		+ report any incident (including accident, injury, illness, near miss, fire smouldering, theft or other crime, damage, loss or other untoward event) to the Vicar or Churchwarden and make an entry in the Incident Book kept in the church office
		+ ensure no wax, chalk or other substance is used on the floor or walls or elsewhere without the approval, in writing, of the PCC
		+ not allow ball games, except where soft balls are used
		+ not allow alcohol to be sold
		+ ensure rubbish is put in the bins provided and that any rubbish which cannot be accommodated in the bins is removed from the premises completely and disposed of by the person in charge
		+ ensure water, heaters, lights, all electrical equipment are used wisely and economically
		+ for keyholders: ensure that water, heaters, lights, all electrical equipment are all switched or turned off and all doors locked securely before leaving the Church
		+ non-keyholders are asked to ensure that water and electrical equipment are all switched off before handing back to the caretaker
		+ remember that the Church is situated in a residential area and:
			- ensure that the activities carried out in the Church cause no noise nuisance to our neighbours
			- remind people leaving the Church after 10.00pm to do so as quietly as possible
			- ensure the protection of the Church from fire
			- ensuring that the evacuation routes and assembly points remain clear at all times
			- the need to maintain access to all exits throughout the period of hire
			- use of the fire extinguishers
			- how to summon the Fire Brigade
			- ensuring that the ‘No Smoking’ rule is observed at all times

## GENERAL

* 1. The full cost of any damage to, or loss from, the premises during the period of hire shall be met by the hirer.
	2. Where the agreed letting time is exceeded, the hirer will be liable for excess charges.
	3. It is not possible for the Church to be cleaned between every letting so hirers are asked to leave the premises in a clean and tidy condition.
	4. Smoking is **not** permitted on the premises.
	5. The premises are **not** licensed for the sale of alcoholic drink.
	6. The premises are **not** licensed for public music or dancing.
	7. Folding tables and/or chairs should be put back after use.
	8. The premises are equipped with mugs, glasses and plates. Please ensure that these are washed, dried and put away after use. Any breakages must be reported to the Bookings Officer or Vicar and replaced or paid for.

## IN THE EVENT OF FIRE

* 1. The nearest trained person may, if it is safe to do so, attempt to extinguish a fire using the appropriate extinguisher (“silver” or “red” extinguishers must never be used on electrical fires).
	2. Those fighting the fire must ensure a means of escape is always available.
	3. If the fire cannot be extinguished **IMMEDIATELY** the signal for evacuation (see 4.3 below) must be given.
	4. If the fire appears to be getting out of hand no further attempts must be made to extinguish it.

## EVACUATION OF PREMISES

* 1. Those responsible for assisting in emergency evacuation are the person in charge and those appointed by that person as attendants.
	2. The Church must be evacuated in the event of any fire which cannot be extinguished **IMMEDIATELY** or where, for any other reasons (fear of immediate structural collapse) evacuation is considered essential.
	3. The signal for evacuation will be an announcement such as:

“There is an emergency – leave at once by the nearest available exit and assemble outside in the churchyard – please move quietly and quickly.”

* 1. On the evacuation signal being given, the following actions and responsibilities will apply:
		+ The person in charge will direct oversight of the evacuation
		+ The attendants will (singly or together, depending on what needs to be done):
			- call the Fire Brigade on a mobile telephone stating: “Fire at St Martin's Church, High Street, Eynsford, Kent, DA4 0EH.
			- assist in encouraging people to leave quickly but without panic via the nearest available exit including the designated emergency exit
			- if one exit is impassable, direct people to an alternative exit
			- before leaving, check that no one is left in the toilet, tea station, or any other part of the premises
			- if there is time to do this safely, turn off electrical equipment (but not the lights and heaters) and close windows and doors to prevent the spread of fire
			- leave via different exits, closing doors behind them to minimise spread of smoke or fire
			- by stationing themselves nearby, warning anyone not to enter the building while the emergency situation exists
			- take charge of those who will have assembled in outside in the churchyard keeping them well clear of the Church
			- when it is safe to do so (and if the Fire Brigade have been called, it is they who will say when the building is safe enough to be re-occupied) they must advise people that they may re-enter the Church; otherwise ask them to disperse

## CHURCH TEA STATION

* 1. Those using the tea station for food preparation must ensure:
		+ the requirement to keep the kitchen cupboards, work surfaces, and utensils clean and hygienic is adhered to
		+ that they know the statutory food health and hygiene regulations, which must be observed

## CHILD PROTECTION POLICY

* 1. The signed current Child Protection policy is posted in the Church. Hirers are required to read this and ensure that they have their own child protection policy and procedures that are consistent with these standards.
	2. It is the responsibility of the Hirer to ensure that all necessary Child Protection checks have been undertaken before hire commences. The Church cannot accept any responsibility for the Hirer’s failure to comply with this requirement.

## PROTECTION OF VULNERABLE ADULTS

It is the responsibility of the Hirer to ensure the protection of any vulnerable adults using the Church.