



CRAWLEY BAPTIST CHURCH

LETTINGS POLICY

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Crawley Baptist Church, Crabtree Road, West Green, Crawley, West Sussex RH11 7HJ
Telephone: 01293 546177. Facsimile: 01293 524876. email: info@CrawleyBaptistChurch.org.uk,

Web site: www.CrawleyBaptistChurch.org.uk.

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CRAWLEY BAPTIST CHURCH

1. POLICY FOR LETTING OUT CHURCH PREMISES

1.1. Encouraging the use of Premises

Crawley Baptist Church (CBC) want to see the premises utilised in a way that advances the Lord's work within the community of Crawley, through Church activities, Church sponsored activities and suitable community activities which help to build bridges between the Church and the local community.

Our attitude towards an application for the use of our premises will be a positive one. We will seek to encourage appropriate organisations to use the premises for meetings and activities, where such meetings are complementary to the Church's regular activities. We will not, however, accept bookings for activities which are in conflict with the Gospel and the Church's Vision statement and Values or will prevent our regular activities from functioning in full.

We will normally charge for the use of the Premises; however charges may be waived or reduced at the discretion of the Leadership Team.

1.2. Bookings

1.2.1. Type of Organisation or Event

Bookings will not normally be accepted from organisations or for events which might associate the Church with activities which are inconsistent with its work and witness. For example, bookings will not be accepted from religious organisations outside the Christian mainstream (e.g. Christian Scientist, Jehovah's Witness, Muslim, Hindu or Sikh etc.), or for inappropriate purposes (any form of gambling) or for potentially controversial events inconsistent with our ethos. In any case of uncertainty, the Leadership Team should be consulted.

1.2.2. Regular Bookings

We accept regular bookings from external organisations, but only if they are unlikely to limit the functionality or performance of the Church's own organisations and activities and will be subject to a regular review in this respect.

1.2.3. Dates and Times

We will not normally accept bookings for a Sunday event, or on major Christian festivals such as Easter and Christmas. We will not normally accept bookings outside the hours of 09.00 to 17.00.

1.2.4. Standard Letting Conditions

These are set out in a separate document which is to be issued to all users of the premises. A lettings form including the Lettings policy, will be issued on request for all external bookings.

1.3. Charging Policy

It is not our policy to make a profit out of the use of the Church's premises. However the schedule of rates will be reviewed annually.

There will be occasions when it will not be appropriate for the standard fees to be levied. Such situations will be reviewed by the Leadership team when either a reduction or waiving of the fees may be considered. The following categories will normally determine a decision on the application of fees.

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- a) Church Organisations and CBC led ministries will not normally be charged for the use of the premises.
- b) Fees may be reduced or waived for local Churches and Christian Organisations. Such organisations may wish to offer a donation for the use of the premises and if requested may be advised of the standard level of fees for guidance.
- c) The standard fees will apply for all other one off or regular events not covered by the above categories.
- d) Regular bookings or bookings for the whole premises may be subject to a discount at the discretion of the Leadership Team

1.4. Weddings and Funerals

The Senior Minister is to be consulted before any booking is taken for a Wedding or Funeral. Special fee arrangements are applicable (e.g. for minister, organist, registrar etc.) for both Weddings and Funerals. The Senior Minister will normally advise any such fees to the couple being married or to the Undertaker. Once approved by the Senior Minister, the Premises Manager will normally deal with routine correspondence relating to the availability and use of the premises. Special care will be taken when dealing with charges for weddings and funerals for Church members or their near relatives as these would normally be waived in these cases.

1.4.1 Weddings

The Church will waive the standard fees for the use of the premises for Weddings by members of the congregation and their children. However an indication of normal charges with an invitation to make a donation for the services provided may be asked.

1.4.2 Funerals

It will be normal practice to submit the standard fee arrangement to the Undertakers for all Funerals even for those of members of the CBC congregation or their families, as it is normal practice for Funeral Directors to include such fees in their overall charges. Any such fees claimed by the undertaker from members of the CBC congregation will be refunded.

1.5. Private use by Church members and Congregation

If a Church member or a member of the congregation wishes to use the premises for a private function, then the standard fees may be charged. Serving refreshments after a wedding or funeral would not be chargeable, although a charge for the cost of refreshments may be levied. All private functions must conform to the normal letting conditions.

1.6. Use of Kitchens

Use of the kitchens must be agreed with the Premises Manager prior to an event in addition to being booked in the normal way. If the kitchen is to be used by CBC organisations for the preparation and / or serving of food, then this must be undertaken by a suitably qualified person or firm who holds a current Food Hygiene certificate, and has also been through the SFBB pack and is trained in the use of all the kitchen equipment

When use of the kitchens is agreed as part of an external letting, it is the responsibility of the hirer to ensure that use of the kitchen is by sufficiently qualified persons and they follow the criteria for use as displayed in the kitchens.

1.7. Licences

The hirer must ensure that they obtain any necessary licences for the use of any pre-recorded sound or video materials and will take full responsibility for any claims arising from the use of such materials.

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2. STANDARD LETTING CONDITIONS

- 2.1. The Leadership Team reserves the right to decline a request for a booking
- 2.2. When a Lettings fee is agreed an invoice will be issued following the event or on a monthly basis for regular activities, payment being due within 7 days of receiving the invoice.
- 2.3. The Church reserves the right to cancel a letting in the unlikely event of unavoidable circumstances such as a Funeral requiring use of all or part of the Premises.
- 2.4. The Hirer must restrict their activity to the accommodation agreed for the Letting and for the purpose indicated on the Lettings Application form.
- 2.5. The Hirer must provide a copy of a Personal Liability/ Public Liability Insurance Certificate when returning the Lettings Application form.
- 2.6. The Hirer must notify to the Premises Manager of any defects found in Church equipment on completion of the activity.
- 2.7. The Hirer is responsible for the cost of repairs to any damage to the premises or equipment provided for the activity, and must report any such damage to the Premises Manager following the event.
- 2.8. On completion of the activity the accommodation must be left in a clean and tidy condition and any bulk refuse taken from the building for disposal by the Hirer.
- 2.9. The Hirer must note that smoking is not permitted anywhere on the site, and must ensure that this is adhered to at all times.
- 2.10. The hirer must use the agreed accommodation for the agreed purposes only and ensure that no activity is undertaken that will put personnel or the fabric of the Building and its equipment at risk.
- 2.11. The Hirer should ensure that any portable electrical equipment brought onto the premises conforms to British Standards and holds a current PAT certificate.
- 2.12. The use of special equipment or equipment of an unusual nature such as bouncy castles is not permitted.
- 2.13. The use of the Church's Keyboards and Drum Kit in the Sanctuary is only permitted by prior agreement and by suitably qualified persons. The Equipment must not be re-arranged without prior permission and if agreed, must be re-instated to its standard arrangement on completion of the activity.
- 2.14. The PA and AV system installed in the Sanctuary is only operable by CBC's own PA / AV Team and therefore is not normally available for use by the hirer.
- 2.15. Food and drink may not be served or taken into the Sanctuary.
- 2.16. Cooking and Food preparation may only be undertaken in the kitchens if this is agreed as part of the Letting arrangements and must be undertaken by persons holding a current Food Hygiene certificate (refer to section 1.6 above). Kitchens and kitchen equipment when used must be left in a clean and tidy condition and rubbish bins emptied after use. Any breakages must be reported to the Premises Manager and will be charged to the Hirer
- 2.17. The Hirer may not leave any of their own equipment on the premises prior to or after an event. All the Hirers equipment must be removed on completion of the activity
- 2.18. The Church is located in a residential area and due consideration of our neighbours must be undertaken at all times. All evening activities must be finished by 22.00 and the premises vacated by 22.30.
- 2.19. The Church Car Park is used at the owner's risk, and is limited to 50 places. The Hirer is advised that street parking in the immediate vicinity of the Church is restricted on Mondays to Saturdays.
- 2.20. The Hirer accepts that the Church accepts no responsibility for injury or loss to person or property arising from the use of the accommodation apart from such injury which arises out of the Church's responsibility for maintenance. The User will keep the Church indemnified against any claims for which the Church may not be responsible.
- 2.21. The hirer is responsible for obtaining any Performing Rights or any other Licences etc. that may be needed.

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- 2.22. A new Hirer, unknown or unconnected to CBC, may be asked for suitable references before using the premises.
- 2.23. It is the responsibility of the Hirer to ensure that a suitably qualified First Aider is present throughout their meeting.

3. POLICY ON ACCEPTABLE BEHAVIOUR ON THE CHURCH PREMISES

As a Church we seek to be open and welcoming to the Community around us and welcome all users whose activities are in line with the CBC Vision of reaching out to the Community.

Out of respect to other users, our neighbours in West Green, and God, to whom these buildings are dedicated, we expect all users to conduct themselves in a reasonable and courteous manner whilst on the Premises

The premises of Crawley Baptist Church are private property and there is no public right for anyone to be on the Church premises.

Children under the age of 16 may only be on the premises when under the direct supervision of an adult who may be:

- a) The parent or guardian
- b) An appointed Leader
- c) A person over 18 acting *in loco parentis* for the Parent

Where the premises are to be used by children, the User agrees to comply with the Government's guidelines set out in the document 'Safe from Harm'

Those using the premises must abide by the instructions of the Church Leadership, or any person appointed by the Church Leadership as being responsible for the premises.

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4. HEALTH and SAFETY POLICY

Crawley Baptist Church has a separate detailed Health and Safety Policy Document which can be reviewed in full upon request. The following is a précis of this document.

4.1. The Church recognises and accepts its responsibility for providing, so far as is reasonably practicable, a safe and healthy environment for the approved activities undertaken on its premises.

4.2 The Church will therefore take all necessary steps within its power to meet its responsibilities in so far as is reasonably practicable. Among other arrangements it will:

- 4.2.1. So far as is reasonably practicable, maintain the church premises in a condition that is safe and without risk to health, and the provision of safe access and egress from the premises.
- 4.2.2. Ensure the provision and maintenance of furnishings and fittings and equipment which, so far as is reasonably practicable, are safe and without risk to health.
- 4.2.3. Assess the risk to health and safety arising from those who use the building
- 4.2.4. Provide such information, instruction, training and supervision as is necessary, as far as is reasonably practicable, to appointed leaders of Church run activities.
- 4.2.5. Ensure the provision and maintenance of a proper environment for the Church's employees, leaders, helpers and volunteers that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare.
- 4.2.6. Ensure that funds and resources are allocated to maintain this H&S Policy
- 4.2.7 Ensure compliance with the Regulatory Reform (Fire safety) Order and any other relevant legislation

4.3. The Premises Manager will:

- 4.3.1. Carry out appropriate risk assessments of the Church Premises
- 4.3.2. Co-ordinate the implementation of the Church's Health and Safety and Fire Policies.
- 4.3.3. Maintain an Accident Register when necessary and carry out investigations into any accidents on the premises.
- 4.3.4 Maintain adequate supplies of First Aid Equipment
- 4.3.5. Ensure that Fire extinguishers and other fire protection equipment is regularly serviced
- 4.3.6 Ensure, that all Food Safety legislation is complied with.
- 4.3.7. Arrange suitable training courses for all employees, leaders, helpers and volunteers as is necessary for basic first aid and fire safety.
- 4.3.8. Ensure that where necessary all relevant safety notices are prominently displayed in the building and that emergency exits are clearly signed.
- 4.3.9. Ensure that all emergency exits and disabled refuges are kept clear at all times.

4.4. All employees, leaders, helpers, volunteers and external users will:

- 4.4.1. Take reasonable care of their health and safety and the health and safety of others who may be under their control or affected by their actions or omissions whilst carrying out an activity on the premises.
- 4.4.2. As far as any duty or requirement imposed on the Church or any person, by or under any of the relevant statutory provisions, co-operate with the Church so far as is necessary to enable that duty or requirement to be performed or complied with.
- 4.4.3. Not intentionally interfere with or recklessly misuse or alter any equipment or system provided for the health and safety of the building and its occupants or its statutory obligations.
- 4.4.4.. Remain fully conversant with the procedures to be followed in the event of a fire or any other emergency.
- 4.4.5.. Conform to all Food safety regulations when preparing or serving food on the premises
- 4.4.6. Co-operate with the Church to enable it to carry out its duties and requirements under the provisions of the Health and Safety legislation, including undertaking any personal training as may be necessary.

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4.4.7. Report to the Premises Manager all accidents that occur on the premises by way of completing the accident record forms contained in the First Aid boxes, and report in writing any perceived dangers around the premises.

4.4.8. Report in writing any damage occurred to the building and / or equipment during an activity

4.4.9. Ensure that all equipment used is kept in a safe and serviceable condition and that no cables or wires are left unprotected across floors when in use. All portable electrical appliances used on the premises must carry a current PAT certificate where applicable.

4.4.10. Have carried out a risk assessment as far as their activity requirements and submit to Premises Manager

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5. SCHEDULE OF CHARGES for 2023

Note: Charges indicated below are on a per session per room basis.

A session is normally defined as all or part of the following time slots;

Morning: 08.30 to 12.30 Afternoon: 13.00 to 16.30.

5.1. GROUND FLOOR

5.1.1. Sanctuary

Seating (cinema style) for up to 250 people with a raised stage area.

Additional facilities available by special arrangement are; electric keyboard, drums, PA.. Additional charges may be applicable to the use of some or all of these additional facilities.

Charge per session:- £110.00

5.1.2. Lounge

Seating at tables for up to 50 people. Light Refreshments can be served direct into the lounge from the Kitchen (item 5.1.3 below). Additional facilities include full AV/PA facilities with free Wi Fi.

Note: The Lounge is not available for use on Wednesday and Thursday mornings and afternoons as it is open to the public as the 'Rainbow Lounge Coffee Shop'. Visitors are however welcome to use these facilities during their visit to the church.

Charge per session:- £55.00

5.1.3. Kitchen

The kitchen is fully equipped for the preparation of light meals and refreshments. Use of the kitchen is limited to persons holding a valid food hygiene certificate. Hire of the kitchen does not include food or drink, although we can quote for catering requirements if required.

Charge per session:- £35.00

5.1.4. Meeting Rooms 1 & 2

When used as a combined room seating for up to 60 people theatre style and is reduced around tables to 30 for both spaces. This room is ideal for meetings and includes notice board, dry wipe board, flip chart in both rooms, and a projection screen in room 1 only.

The rooms can be partitioned into 2 rooms each capable of seating 30 persons theatre style and 20 around tables. These rooms also have direct access to the Car Park, which may provide easier access for large temporary equipment for a meeting.

Charge per session Rooms 1 & 2 combined:- £65.00

Charge per session for a single room 1 or 2:- £35.00

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5.2. FIRST FLOOR

Note: The first-floor rooms are normally accessed from the rear entrance to the building and rear staircase. A lift is available for those unable to use stairs.

5.2.1. Meeting Rooms 3 & 4

When used as a combined room seating for up to 60 people theatre style and is reduced to 30 around tables for both spaces can be provided. This room is ideal for meetings and includes notice board, dry wipe board, flip chart in both rooms, and a projection screen in room 3 only.

The rooms can be partitioned into 2 rooms each capable of seating 30 persons theatre style and 20 around tables.

Charge per session Rooms 3 & 4 combined:- £65.00

Charge per session for a single room 3 or 4:- £35.00

5.2.2. Main Hall

Seating at tables for up to 60 people with additional seating for a further 20 people if not seated at tables. Light Refreshments or main meals can be served direct into the Main Hall from the Kitchen (item 5.2.3 below). Additional facilities include notice board, dry wipe board and flip chart.. This room is only available during half term and Easter Holidays.

Charge per session:- £ 55.00

5.2.3. Kitchen

The kitchen is fully equipped for the preparation of light meals and refreshments. Use of the kitchen is limited to persons holding a valid food hygiene certificate. Hire of the kitchen does not include food or drink, although we can quote for catering requirements if required.

Charge per session:- £35.00

5.3. Weddings and Funerals

5.3.1 Weddings

Refer to the Senior Minister for a Standard schedule of Fees

5.3.2 Funerals

Refer to the Senior Minister for a Standard schedule of Fees

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5.4 Car Park

Note: Use of the Church car Park is included in the above rates. However please note the following:

- a) The Car Park is limited to 50 places and is on a first come first served basis.
- b) Parking is strictly within the allocated spaces only.
- c) Restrictions may apply for certain events when multiple activities are functioning at the same time.
- d) Street parking in the vicinity of the church is restricted during daytime hours Monday to Saturday
- e) Parking is strictly at the owner's risk. The Church can accept no liability whatsoever for cars parked in its Car Park

6. General Notes

- a) All rooms are carpeted with the exception of the Main Hall and Kitchens which are vinyl floors.
- b) Toilet facilities including designated disabled toilets are available on the ground floor and first floor..
- c) Disabled access to the Ground Floor is provided from the Car Park into the building via both front and rear entrances.
- d) A lift is available for access to the First floor by those unable to negotiate stairs.
- e) Chairs and Tables are included for all the meeting rooms subject to availability

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APPENDICES

- 1. Letting Application Form**
- 2. Lettings Procedure**
- 3. Revision schedule**

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LETTINGS APPLICATION FORM

1	Name of Organisation	
2	Description of Proposed Activity	
3	Number of people expected	
4	Date & Time Required	
5	Room(s) Required	
6	Equipment requested	
7	ORDER NUMBER	

8	Contact person for all correspondence:		
Name			
Address			
Post Code			

Telephone		email	
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	Invoice address if different from above:		
Name/Dept			
Address			
Post Code			

9	If your activity involves children, does your organisation comply with the governments suggested guidelines "Safe from Harm"	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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10	I apply on behalf of the above organisation to use the accommodation specified above. I confirm that I have read and accept the Church's 'Standard Letting Conditions' and that there will be a qualified person responsible for First Aid or Fire Emergency. I accept full responsibility for any catering undertaken by myself or a third party caterer acting on my behalf.				
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Signed:		Date:	
Print Name:			<i>Please see notes below</i>

11	Notes:	
	1	<i>The CBC leadership team reserve the right to refuse an application for the use of its premises.</i>
	2	<i>'Safe from Harm' can be viewed on the Home Office website at http://www.homeoffice.gov.uk/docs/harm.html</i>
	3	<i>This form to be returned within 7 days together with a copy of your Public Liability insurance to confirm any provisional reservation and a current risk assessment.</i>

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CHURCH USE ONLY**

12	I confirm acceptance of the above booking on behalf of Crawley Baptist Church, subject to the church's Standard Letting conditions.
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Room Hire Charge:**		Catering Charge:**	
Signed:**		Date:**	

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PROCEDURE FOR LETTINGS AND BOOKING

1. Register of Bookings

All bookings must be entered onto the online Google Calendar.

2. On Receipt of an Enquiry

The Online Calendar with all registered bookings is the responsibility of the Premises Manager who should be consulted regarding availability of the various rooms etc within the Premises.

- a) Check that rooms are available for the requested date / time slot without interference with other Church activities.
- b) If from an unknown source, request a written application/email giving full details of the activity to be undertaken
- c) If for a wedding or a funeral refer the request to the Senior Minister

Following receipt of a request for an external booking and subject to the initial tests above, the Premises Manager will issue a Lettings Form to the enquirer. At this stage the booking should be entered onto the Google Calendar as a provisional booking

On receipt of a completed Lettings Form and a copy of a PL Insurance policy Certificate, the booking will be confirmed in the diary.

3.. Approval of Bookings

Approval is dependant upon the following criteria being met:

- a) The activity is consistent with the conditions set out in this Document
- b) The required rooms are available for the requested time slot
- c) The activity will not interfere with any other activity in progress at the same time, or prevent any normal regular Church activities taking place

4. Weddings and Funerals

The Senior Minister is to be consulted before confirming a booking for a Wedding or Funeral. Any special arrangements for the Service e.g. Music, PA and AV support, access for flower arrangement or rehearsals are all to be agreed with the Senior Minister and / or the Premises Manager

5. Appointed Persons

All internal bookings whether for single or regular activities must be made on the basis that the Leader responsible for the activity accepts the responsibility of an appointed person for H&S, Fire and Security, whilst on the premises.

6. Confirmation of Bookings

A request from a Church member, a member of the CBC congregation, an existing Church organisation or an external organisation that has previously used the premises, which meets the above criteria, will normally be acceptable without any further formality. However the lettings

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application form should be completed to ensure that all required details for the activity are identified.

An external individual or organisation should be asked to complete the lettings application form before receiving formal confirmation of acceptance of a booking.

7. Requests for additional Room Facilities

Request for the use of tables, chairs, and use of the installed Nobo Visual Aid system, overhead projector or digital projector etc., is to be identified on the Lettings Application form.

7.1 Room set - up

Bookings must indicate clearly any requirements for tables, chairs etc including numbers and layout. Moving of chairs and tables between rooms is to be avoided wherever possible.

In general it should be the responsibility of the Hirer or Team Leader to set out the room to their requirements and clear away on completion. In certain circumstances, and by prior arrangement, rooms may be set out by the Premises Manager

When agreeing start and finish times for a Letting, adequate time must be allowed for setting up and clearing away to be undertaken without interference with other activities.

7.1.1 Use of Music Equipment

Use of the music equipment in the Sanctuary must be approved by the Music Group Leader or Minister for Music and Worship, and used only by suitably experienced people.

Before agreeing the use of Music Equipment in the Sanctuary by an external user care must be taken to ensure that any set-up arrangements for Sunday services are not affected by the use of this equipment. This is particularly the case for activities using the Sanctuary on a Saturday. The Music Equipment must not be re-arranged without the prior approval of the Music Group Leader or Minister for Music and Worship, and must be returned to its normal arrangement on completion.

REVISION SCHEDULE

Revision No.	Date	Summary of changes
1	31 st Jan 2007	Initial general issue.
2	19 th March 2007	Section 2, sub sections 2.24 and 2.25 added. Section 5, sub section 5.5 added (was 5.4 f). Lettings Application Form, Section 10 external catering disclaimer added. Summary of Lettings Policy, Section 1, option request for references added, section 6 Health and Safety added. Revision Schedule added to Appendices and Contents List.
3	20 th June 2007	Summary sheet amended to include cleaning up responsibility
4	6 th Nov 2008	Increase in room hire rates
5	17 th June 2014	Increase in hire rates + minor wording changes
6	4 th August 2021	Minor word changes + Operations to Premises Manager.
7	16 th August 2022	Word Changes.
8	16 th May 2023	Price changes

Crawley Baptist Church, Crabtree Road, West Green, Crawley, West Sussex RH11 7HJ
Telephone: 01293 546177. Facsimile: 01293 524876. email: info@CrawleyBaptistChurch.org.uk,
Web site: www.CrawleyBaptistChurch.org.uk.

Crawley Baptist Church is a Member of the **Baptist Union of Great Britain** and is affiliated to the **Evangelical Alliance** and the **South Eastern Baptist Association**