

<b>DEDWORTH GREEN BAPTIST CHURCH</b>	<b>LETTINGS POLICY</b>
<b>POLICY NUMBER 6</b>	



<b>Primary Responsibility:</b>	<b>Church Secretary</b>	<b>Date Effective:</b>	<b>December 2018</b>
<b>Authorising Signature:</b>	<b>Via email</b>		

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### **DISTRIBUTION LIST**

<b>Original</b>	Dedworth Green Baptist Church Main Office
<b>Copy</b>	Matthew Scott (Minister)
<b>Copy</b>	Church Secretary
<b>Copy</b>	Church Office

### **PURPOSE**

The lettings policy of Dedworth Green Baptist Church (DGBC) covers the use of the DGBC premises, including the church building, the surrounding grounds, outbuildings, amenity areas, fixtures and fittings and equipment thereon, that is the property of DGBC. This policy:

- Defines what the premises are for and ensures all usage is consistent with DGBC aims, needs and standards;
- Gives a framework within which clear decisions can be made about who can use the premises and when; and
- Ensures the requirements of DGBC are clear and agreed with all users of the building.

This policy also sets out the expectations for ensuring safety when using of the premises and is intended to prolong the life and usefulness of the premises.

### **Purpose of DGBC premises**

The premises of DGBC exist for:

- The Worship of God
- Christian Education
- Christian outreach, and
- Church Family Life.

DGBC recognise that it is mutually beneficial to allow the use of the premises for appropriate community purposes where these purposes:

- Are consistent with the purposes of the premises; or
- Strengthen the moral or social fabric of the community of Dedworth in ways that are consistent with the Christian beliefs and values of DGBC.

### **Allowed users of DGBC premises**

DGBC will only allow the premises to be used by the following categories of user. In order of priority:

- A. Members and Ministries of DGBC.** The use of the premises by the ministries and activities of DGBC take precedence over the use of the premises by other permitted users at all times.
- B. Christian Ministries and Groups in partnership with DGBC.** Other groups and churches that are in an active partnership relationship with DGBC and whose practices and primary aims are overtly Christian and entirely consistent with the purpose of the premises.
- C. Other Groups in partnership with DGBC.** Other groups that may not be Christian in and of themselves, but whose practices, aims and presence in the community are consistent with the Christian beliefs and values of DGBC and who are actively working in partnership with DGBC to achieve those aims.
- D. Other Christian Ministries and Groups.** Other groups who have no direct connection with DGBC but whose practices and primary aims are overtly Christian and entirely consistent with the purpose of the premises.
- E. Other Groups.** Other groups that may not be Christian in and of themselves, but whose practices, aims and presence in the community are consistent with the Christian beliefs and values of DGBC.

## **APPLICATION**

The premises are used at the sole discretion of the ministers and deacons of DGBC. Any application shall be accepted or denied at their discretion and their decision is final. No appeal will be countenanced or explanation shall be given to any rejected application. When deciding if and when the premises can be let, the ministers and deacons of DGBC shall prioritise the applications by the category of user making the request. In the event of two or more persons wanting to use the same facility at the same time, priority of use follows the order of categories listed above (i.e. Group A has the highest priority; E the lowest). The Hirer shall follow the conditions described below. Any deviation may result in one or both of:

- the forfeiture of the deposit; and
- the immediate cancelation of any future bookings.

All usage requests shall use the form attached to this policy and forward the form to the Church Office of DGBC by post or via the DGBC web site ([www.dgbc.org.uk](http://www.dgbc.org.uk)).

## **Conditions of Use. Fees and deposits**

- 1** The fee and deposit for the use of the premises must be **paid in advance** of the hiring. Fees will be set by the ministers and deacons to cover the costs of using the premises. Some of these fees are outlined below, but additional fees may be charged if the ministers and deacons foresee extra costs being incurred due to the Hirer's proposed activities.
- 2** The deposit will be refunded within **one calendar month** of the hiring unless there has been damage to DGBC premises for which the Hirer is responsible. In which case, the church shall be entitled to retain the whole or part of the deposit as security for the cost of rectifying such damage. At the discretion of the ministers or deacons, the deposit may be waived for Category A and Category B groups.
- 3** A further deposit may be requested and an additional fee may be charged for use of the audio-visual, musical or computer equipment to cover wear and tear. Please also see condition 15 below.
- 4** The ministers and deacons will decide if the Hirer has incurred extra costs to DGBC and whether this should be deducted from the deposit. No charge against the deposit will be made without due investigation by the ministers and deacons, and the amount deducted and the reason will be given to the Hirer **one calendar month** after the hiring. Their decision shall be final.

## **Care of building and equipment**

- 5** The Hirer may only use the premises for the purpose and during the period indicated on the application form submitted to the church. The Hirer or their nominated representative must be present at all times when the premises are in use by them. If the Hirer cannot be present, they must inform DGBC of the name and address of

their nominated representative, who must be aged over 21 years. The Hirer shall not permit the premises to be used by any third party whether or not they are under the control or supervision of the Hirer.

- 6** Keys to the building (including any electronic key for the alarm system) are the property of DGBC and are lent to the Hirer only for the purposes of opening and closing the building. They should only be used to open and close the building for the times indicated in the letting application and for the activities described in the letting application. They should only be used by the Hirer or their nominated representative, and it is the Hirer's responsibility to ensure any nominated representative is fully trained on how to use the keys correctly. **Any loss or damage resulting from the incorrect use of the keys may result in the loss of all or part of the deposit** under clause 5. The keys may not be copied or passed on to any third parties. **Lost keys will result in the loss of all or part of the deposit** under clause 5.
- 7** The Hirer has a responsibility when first entering and finally leaving the building to ensure the alarm is properly deactivated (when entering) and activated (when leaving) unless prior arrangements have been made for the alarm not to be used. **The loss of all or part the deposit may result from any incorrect usage of the alarm that results in subsequent loss of items or in charges or costs to DGBC** as described by clause 5. This includes (but is not limited to) costs associated with false alarms or alarm repair that arise due to the incorrect usage of the alarm.
- 8** The Hirer is responsible to cover the cost for repairing all loss or damage (other than fair wear and tear) to the premises, which is occasioned in whatever way by their use of the premises. No equipment may be removed from the buildings. The ministers and deacons shall have the final say in determining what is fair wear and tear.
- 9** After use, the premises 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. **Failure to do so could lead to loss of all or part of the deposit** under clause 5. The Hirer must ensure that all lights are turned out, all heating and electrical equipment is turned off and all doors and windows properly secured.
- 10** The Hirer must ensure that no person smokes and that no alcohol or illegal substances are supplied or consumed on the premises.
- 11** The Hirer must not leave in the premises any equipment, furniture or articles of any kind unless by prior written agreement from DGBC, who reserve the right to charge a separate fee for the provision of any such specified and agreed storage premises. Any items found left on the premises after the Hirer has left the building without prior agreement may be disposed of.
- 12** The Hirer has a responsibility to notify the church of any defect in the premises or in any of the church's furniture or other equipment in the premises.

- 13 Nails, staples, tapes, blu-tak or equivalent, or other fasteners shall not be used on any walls ceilings or floors. Any decoration must be approved and shall not be attached in a manner that will leave any damage. They must be removed at the completion of the activity.
- 14 The audio-visual, musical and computer equipment may not be used unless application has been made and written permission by the ministers or deacons has been given. The Hirer or their delegate who will use the equipment during the Hirer's activity within the premises may need to undergo training before any application is considered. Please also see condition 3 above.

### **Safety and liability**

- 15 The Hirer shall indemnify and keep indemnified DGBC from liability for any loss, injury, damages, costs, expenses or proceedings as a result of any negligence, act or omission by the Hirer or its authorised personnel, howsoever arising.
- 16 It is the Hirer's responsibility to ensure that all activities and participants within the building are safe at all times. The Hirer must familiarise themselves with the safety notices, location of safety equipment, alarms, exits and muster points. The Hirer must ensure they have a safety policy in place such that all activities are done in a safe manner, including having appropriate evacuation procedures. The ministers and deacons reserve the right to see the safety policy before the hirer is permitted to use the building. It is the Hirer's responsibility to bring along a First Aid kit that will serve the needs of those attending and to have someone present at the event that can perform First Aid, should it be needed.
- 17 All youth and children's activities must have adult (over 21 years of age) supervision. The names and contact telephone numbers of all adult supervisors must be specified in advance. Where premises are to be used by children, the Hirer must comply with all current Government's guidelines, legislation and regulation, and the ministers and deacons reserve the right for evidence that this has been done, including seeing current DBS checks for those in charge of the activities. The Hirer should also familiarise themselves with the *Safeguarding Children* information available from the Royal Borough of Windsor and Maidenhead, a summary of which is available at [www.rbwm.gov.uk/web/social\\_child\\_protect.htm](http://www.rbwm.gov.uk/web/social_child_protect.htm) and is attached to this policy. They should also familiarise themselves with the *Berkshire Safeguarding Adults* information available at <https://www.berkshiresafeguardingadults.co.uk/windsor-maidenhead/>

### **Cancellation and duration**

- 18 While every effort will be made by DGBC to maintain access to the premises for the Hirer at the agreed times, DGBC retains the right to terminate, or negotiate alternative arrangements for, the use of the premises at any time and with no

notice. DGBC shall not be liable for any expense or loss suffered by the Hirer due to termination of this agreement.

- 19** For category B - E users DGBC cannot normally accept open-ended applications for repeat bookings. Applications for repeat bookings from these categories of user will need to be re-booked, in advance, for each term. For the purposes of hiring there are three terms a year, 1 Jan to Easter; Easter to 31 August; 1 September to 31 December.
- 20** The Trustees reserve the right to charge the full rental amount for cancellations of less than one week's notice in advance.

### **Fees and deposits for Hire of Premises**

- 21** DGBC will not charge a rent for use of its premises, though donations are always gratefully received. DGBC will charge fees to cover costs of running the premises, and require deposits to ensure the cost of any damage will be met.
- 22** Current fees and deposits are set out below. These will be reviewed every September by the ministers and deacons.

### **Current basic fees and deposits**

The basic fee for use of the premises is currently set at:

- Sanctuary - £16 per hour or part thereof
- Cooper Hall - £10 per hour or part thereof
- Pocock Room - £8 per hour or part thereof

The basic deposit for use of the premises is currently set at £100, which can be paid once a term for repeated use. **Additional fees and deposits**

Additional fees may be charged and deposits required at the discretion of the ministers and deacons where they foresee extra costs could be incurred by the intended use.



## Letting Application Form

Please print neatly and use extras page if needed.

### Hirer

Name and contact details of person responsible for the booking ("the Hirer"). The Hirer must be over 21:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of organisation the Hirer is booking for (if applicable):

\_\_\_\_\_

Is your organisation a registered charity? YES / NO

Have you or your organisation used the church premises before? YES / NO

### When the booking is for

Date and time required (continue on separate sheet if necessary):

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

Day of week: \_\_\_\_\_

Time: From: \_\_\_\_\_ to \_\_\_\_\_

**Description of proposed activity**

Description of proposed activity (continue on separate sheet if necessary):

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Approximate number of people the activity will involve: \_\_\_\_\_

If your activity involves children under the age of 16, please supply the following:

Approximate number of children the activity will involve: \_\_\_\_\_

Name and address of all people supervising any activity that includes children. (Continue on separate sheet if necessary.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

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**Premises and equipment required:**

Meeting space:

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Other equipment owned by DGBC that you are requesting to use:

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**I confirm that I have received a copy of the letting conditions and that they are accepted. I enclose a cheque for £100 being a deposit and agree to pay all fees prior to using the building.**

Signed: ..... Date: .....



***Confirmation of booking***

To be completed by DGBC Church Office.

**I confirm on behalf of Dedworth Green Baptist Church, Windsor that the booking as indicated on this form is accepted, subject to the letting conditions and to the payment of the agreed fee and deposit.**

**Deposit:** \_\_\_\_\_

**Fee:** \_\_\_\_\_

Signed: ..... Date: .....



## Safeguarding Children Cue Card

### Children and Young People at risk of harm or neglect

If you have any concern that a child or young person may be at risk of harm please contact RBWM Children's Social Care straight away.

You will usually first speak with the Access Officer who will ask for basic information before passing you to the Duty Social Worker. The Social Worker will advise you on an appropriate course of action.

Where it is safe to do so (i.e. if it does not place anyone at risk) notify the parent/carer or young person before making a referral.

**Children's Services - Safeguarding and Early Help Referral and Assessment Team**  
(8.45am to 5.15pm Monday to Thursday, 8.45am to 4.45pm Friday)  
**01628 683150**

If you are not sure and/or your agency safeguarding lead is not available please contact this number for advice. Essential details about the child will be required and a record kept of the contact, however the nature of the concern will determine whether it is treated as a referral requiring intervention.

Please refer to the Berkshire Child Protection Procedures <http://proceduresonline.com/berks> for further information or visit [www.wamlsqb.org](http://www.wamlsqb.org)

**Children & Young People Disability Service**  
(8.45am to 5.15pm Monday to Thursday, 8.45am to 4.45pm Friday)  
**01628 685878**

**Out of Hours team** (5.00pm to 9.00am and weekends)  
**01344 786543**

If a child or young person makes a disclosure of abuse or neglect to you:

- Explain to the child that you will share this information with a senior member of staff in order to help them.
- Listen carefully to what the child is saying and take it seriously.
- Reassure the child who has made the disclosure that they have done the right thing and that you believe them.
- Give the child time to talk and do not probe or ask leading questions (investigation is not your responsibility).
- Do not promise to keep secrets. All allegations of harm, or potential harm, must be acted upon.
- Record what has been said by the child and your responses as soon as possible after the conversation and ensure that the Referral and Assessment team are notified immediately and in any case within 24 hours.
- Do not confront the abuser or accused individual.
- Ensure that information you have is kept confidential and only shared with people who need to know.

### Sharing Information

We need to work together to provide effective support to children and young people. To do this we must share information. In some circumstances we have a duty to share information and can do so without consent (e.g. emergency medical care, child protection concerns, if a criminal offence is suspected). In most circumstances informed consent is required, please refer to your Manager or RBWM Children's Social Care for guidance.

### Children and young people with additional or multiple needs

If a child or young person has additional or multiple needs (requires support from more than one service or agency) but are not currently at risk, then a Common Assessment Framework (CAF) referral may be appropriate.

For advice on CAFs please contact:  
CAF Co-ordinator [caf@rbwm.gov.uk](mailto:caf@rbwm.gov.uk)  
**01628 685614**

### Allegations or concerns about individuals working with children

If a service user or another professional makes an allegation about a professional or volunteer it must be reported to a Senior Manager in your service and the Local Authority Designated Officer (LADO) straight away, either directly or via the Social Care Duty Team. The LADO will advise you on the next steps to take.

If you have a concern about the suitability of a professional or Volunteer to work with children please contact the Local Authority Designated Officer (LADO) for advice or talk to your agency's Nominated Senior Officer for Allegations.

**LADO 01628 683194**

If you have concerns that a criminal offence has been committed please notify your manager and contact the Police straight away.

**Thames Valley Police 101**

### Child Deaths

In the event of the death of a child or young person, notify the Berkshire Child Death Administrator straight away, you should also notify your Manager and the Social Care Duty Team.

**Berkshire Child Death Administrator 01753 873747**

### Finding out More

If you wish to discuss any case or issue further, please contact RBWM Children's Social Care.

**01628 683150**

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**Local Safeguarding Children Board 01628 683234**

**Email: [lscb@rbwm.gov.uk](mailto:lscb@rbwm.gov.uk) Website: [www.wamlsqb.org](http://www.wamlsqb.org)**