

<b>DEDWORTH GREEN BAPTIST CHURCH</b>	<b>LETTINGS POLICY</b>
<b>POLICY NUMBER 7</b>	



<b>Primary Responsibility:</b>	<b>Church Secretary</b>	<b>Date Effective:</b>	April 2022
<b>Authorising Signature:</b>	Via email		

<b>Date of first draft:</b>	March 2022	<b>Date(s) Policy Ratified:</b>
<b>Date of second draft:</b>	April 2022	
<b>Date of third draft:</b>		
<b>Review dates:</b>	March 2025	

### **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 always take precedence over the use of the premises by other permitted users.
- 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 trustees 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 trustees 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.

Booking applications should be made on the attached form and returned to the Church Office or handed to the DGBC Lettings Trustee.

## **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 trustees to cover the costs of using the premises. Baseline fees are outlined below, but the minister and trustees reserve the right to amend the fees and/or charge additional fees for usage at any time, notice would be given of any such change.
- 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 trustees, 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 trustees 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 trustees, and

the amount deducted and the reason will be given to the Hirer **one calendar month** after the hiring. Their decision shall be final.

- 5 A full Risk Assessment may be required before a booking can be confirmed.

### Care of building and equipment

- 6 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 always be present 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.
- 7 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.
- 8 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.
- 9 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.
- 10 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.

- 11** The Hirer must ensure that no person smokes and that no alcohol or illegal substances are supplied or consumed on the premises.
- 12** 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.
- 13** 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.
- 14** 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.
- 15** 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. The Hirer shall be responsible for any property kept in the church building with the church's permission.
- 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 trustees 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 to request 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 Government document ‘Working Together to Safeguard Children’, a link to this is provided below<sup>1</sup>. They should also familiarise themselves with the *Berkshire Safeguarding Adults* information available at <https://www.berkshiresafeguardingadults.co.uk/windsormaidenhead/>

### **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 basic fees and deposits are set out below. These are under constant review by the minister and trustees and may be amended at any time. Additional fees and/or deposits may be a charged at the discretion of the minister and trustees.

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<sup>1</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942455/Working\\_together\\_to\\_safeguard\\_children\\_Statutory\\_framework\\_legislation\\_relevant\\_to\\_safeguarding\\_and\\_promoting\\_the\\_welfare\\_of\\_children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942455/Working_together_to_safeguard_children_Statutory_framework_legislation_relevant_to_safeguarding_and_promoting_the_welfare_of_children.pdf)

## **Current basic fees and deposits**

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

- Sanctuary - £20 per hour or part thereof
- Cooper Hall - £12.50 per hour or part thereof
- Pocock Room - £10 per hour or part thereof

The basic deposit for use of the premises is currently set at £100. In the case of lettings being renewed (for example, on a repeat termly basis), this may be retained at the discretion of the trustees.



## 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 a 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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Smiths Lane, Windsor SL4 5PE  
01753 832002 [www.dgbc.org.uk](http://www.dgbc.org.uk)



## Dedworth Green Baptist Church

**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 together with any Risk Assessment required and agree to pay all fees prior to using the building.**

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

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## Dedworth Green Baptist Church

### ***Confirmation of booking***

To be completed by DGBC Church Office.

**I confirm on behalf of Dedworth Green Baptist Church 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: .....

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