

**The Parochial Church Council of St Paul's Church, Scotforth, Lancaster  
(The PCC)**

**Premises Hire Policy - 2019**

**1. Introduction**

- (a) The following document sets out the Lettings Policy in relation to the letting of the Church premises of the PCC of St Paul's Church, Scotforth, Lancaster. The premises include:

St Paul's Parish Hall  
St Paul's Church  
St Paul's Hala Centre

This Policy document takes into account consideration of The Equality Act 2010.

- (b) A Premises Hiring Agreement, which is attached to and forms part of this Policy document (Schedule A), must be completed and signed in respect of every booking of the premises. The person signing the Premises Hiring Agreement shall be known as "the Hirer" and shall accept full responsibility for the due observance in all respects of the Terms and Conditions as set out in this Policy document. The Hirer must be a responsible adult over the age of 18.

**2. Primary Intent**

- (a) The Church, Hall and Hala Centre of St Paul's Church, Scotforth are important buildings, and a significant part of the history and the heritage of the parish. The PCC and its Officers are responsible for maintaining them for use and enjoyment by future generations.
- (b) The PCC is committed to enabling community use of its facilities in line with its own Mission Statement and priorities.
- (c) We consider that our buildings, and use of them, are part of the mission of the church in this parish and welcome use of the building by groups of all faiths and none where they do not conflict with our own Christian faith and belief.
- (d) As a parish we have our own policies and procedures to ensure the safety and security of all who use the facilities. Groups which hire the hall should be able to show that they have similar policies and procedures and insurance in place.
- (e) The PCC reserves the right to use the facilities for church related functions

**3. Letting Restrictions**

- (a) 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. The PCC may request references from a new user before agreeing a booking.
- (b) We will not, however, accept bookings for activities which conflict with the Christian gospel and the Church's Vision Statement; which will prevent our regular activities from functioning in full or which promote any political party or opinion. The Church reserves the **right to refuse requests** for hire by groups or for activities which, in the opinion of

the Church, are either contrary to the purposes and beliefs of the Church of England, or where the Church considers that such use or activities may cause offence, on grounds of their religion or belief, to a significant number of Christians. No acts of worship, other than Christian worship, are permitted on the premises.

- (c) The **Church, Church Sanctuary (and Chapel)** will be let only to other Christian organisations or for the purposes of concerts provided that use is consistent with our values and beliefs.
- (d) **Other parts of the Church**, may be let only to other Christian organisations, provided that use is consistent with our values and beliefs.
- (e) Lettings will not interfere unduly with Church life. They will not normally be accepted if the premises are already booked for a Church event.
- (f) We will not normally hire out the premises for any parties which will involve large groups of teenagers or young adults between the ages of 14 – 21.
- (g) Out of respect to other users and our neighbours surrounding the premises, we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises, and when leaving the premises. Lettings will not normally be taken for events likely to create **noise or other nuisance** to neighbours, e.g. where a live band is involved.
- (h) All events are to **finish by 11pm**, with the premises to be empty by **11.15pm**. The premises will not be available to the Hirer until 15 minutes before the beginning of the booking time, and must be vacated 15 minutes after the end of the booking.

#### 4. Charges

- (a) We will normally charge for the use of the premises by external organisations; however, charges may be waived or reduced in exceptional circumstances and at the discretion of the Incumbent, the Standing Committee of the PCC or the Management Group.
- (b) For non-commercial lettings, charges will be set at a reasonable rate, below full commercial value, consistent with covering costs and providing a modest contribution to maintenance costs. A notice of charges levied and conditions relating to the charges forms part of the Premises Hiring Agreement. The schedule of charges will be reviewed on an annual basis.
- (c) All invoices should be paid in full within two weeks of the date of invoice; non-payment after this date will incur a £10 administration fee for each reminder.
- (d) If the Hirer wishes to cancel the booking, the PCC may, at its absolute discretion, refund any fees paid, but shall be under no obligation to do so. The PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of the PCC cancelling the booking, all fees/deposits paid by the Hirer shall be refunded. If the hirer cancels the booking then a clear 48 hours notice must be received otherwise the session will still be charged – this is to cover staffing and administration costs.
- (e) A deposit must be paid, the amount of which is set out in the Premises Hiring Agreement. This deposit is non-refundable to cover administration costs of arranging the let.

## 5. Access and Security

- (a) The PCC does not employ a full-time caretaker; therefore, the Hirer is responsible for all setting up and putting away of any equipment used.
- (b) Any letting of the premises will require a responsible person to be present at the beginning and end of the letting period on each occasion that a letting is to take place to check that the facilities are in order. The premises must not be left unattended during the period of the booking.
- (c) If a key is provided, then this must be safeguarded at all times and returned to the Parish Office at the end of the letting period or as soon as is reasonably possible. The keys shall not be copied nor given or lent to any third party. If keys are provided, it is the Hirer's responsibility to ensure that all fire doors and windows are closed, all doors locked and all lights switched off (including the toilets) at the end of the letting period. Any codes provided for unlocking of premises must NOT be shared with other parties at any time.
- (d) The right is reserved for a representative of the PCC or their appointed officer to enter any part of the building at any time.

## 6. Health and Safety

- (a) Whilst the PCC will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of hire, including the presence of a suitably qualified First Aider if necessary. First Aid boxes are located as follows:

Parish Hall: Downstairs in the room adjacent to the toilets on the wall  
Upstairs in the main room on the wall near the door

Church: In the kitchen drawer marked First Aid

Hala Centre: In the main room near the door to the corridor on the wall

- (b) Any accident involving personal injury must be reported to the Parish Business Manager to be recorded in the Accident Book Records located in the Parish Office, information passed to the Parish Health and Safety Officer for reporting to the PCC.
- (c) All entrances and exits must be kept clear at all times and the number of people attending must be declared at the time of booking to ensure that this does not exceed the maximum number allowed as follows:

ROOM	MAXIMUM NUMBER
Parish Hall	160
Church	320
Hala Centre	50 (or 60 for a child's party)

- (d) The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met.
- (e) There are no public telephones in the premises, therefore the Hirer must ensure that he/she has access to a mobile telephone in case of emergencies.

- (f) Any portable electrical appliance or device brought in from elsewhere and used on the premises must have an up-to-date safety certificate which must be made available for inspection upon request.
- (g) The Hirer is not permitted to bring in supplementary heating appliances.

## **7. General**

- (a) A strict No Smoking Policy applies to all rooms (including toilets) in all the premises. The Hala Centre and some areas in the Parish Hall are fitted with smoke alarms, which will be activated by cigarette smoke.
- (b) Any advertising material must be submitted to the Parish Office for approval by the Incumbent, Church Wardens, Management Group and, if needed, the Standing Committee of the PCC. All such material must clearly display the name of the person or organisation responsible for the event.
- (c) Only assistance dogs are permitted inside the building.
- (d) No adhesive or fixing material may be used which may damage the fabric of the premises.
- (e) All rubbish must be taken from the premises by the Hirer and must not be deposited in the outside refuse bins. No food or drink must be deposited on the ground outside the premises or in the car park.
- (f) Storage is not permitted on the tops of any cupboards, if present it will be removed and disposed of.

## **8. Car Park**

- (a) The use of the parish hall car park is available to Hirers, but is not part of the Hiring Agreement and Hirers must be ready to vacate in case of emergency church needs.
- (b) The car park at the parish hall is limited to 7 places and parking is strictly at the owner's risk. The PCC can accept no liability whatsoever for cars parked in its car park. The car park at the Hala Centre is owned by Lancaster City Council; spaces are available for use and there is parking on the road.

## **9. Responsibilities**

- (a) The PCC will be responsible for providing facilities as agreed in good working order throughout the letting period.
- (b) The Hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities, and shall report any deficiencies on the occasion of each use.
- (c) The Hirer shall ensure that there is a responsible adult or adults present and able to supervise at all times during the letting. During the period of hire, the Hirer is responsible for the orderly behaviour of guests/members on the premises.

(d) The Hirer shall ensure that there are sufficient staff available to supervise any children and young people involved.

(e) The current guidelines are:

For 0 to 2 years – one adult to every three children (1:3)

For 2 to 3 years – one adult to every four children (1:4)

For 3 to 8 years – one adult to every eight children (1:8)

For 8 years and over – one for the first 8, then one for every additional 10 children.

**NOTE young people under 18 count as children not adults. If you have a number of young people helping you will need more adults not fewer.**

(f) The Hirer must leave the premises in a clean and tidy condition. Losses, breakages and damage must be reported, and paid for in full. Hirers may rearrange tables and chairs in the premises, but must restore them to their original places immediately at the end of the letting.

(g) The Hirer agrees to indemnify the PCC against all claims, demands, actions, proceedings, damages, costs and expenses arising out of non-observance of the Terms of this Policy document.

## **10. Kitchen Use/ Refreshments**

(a) Use of the kitchen in the parish hall for catering purposes must be separately approved and paid for. In all premises, the kitchens may be used for the preparation of tea/coffee and refreshments as part of the hire agreement and this is included in the charge. It will be the responsibility of the Hirer to provide the refreshment materials unless agreed otherwise in the Premises Hiring Agreement. It is the responsibility of an external Hirer to ensure that any persons using the kitchens are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice. Particular attention should be paid to the cleanliness of the kitchen, kitchen utensils and crockery at the end of the letting. Any breakages must be reported immediately in writing and will be subject to an additional charge.

## **11. Insurance**

(a) It is the responsibility of the Hirer to effect whatever insurance he/she requires to cover his/her liabilities. Insurance effected by the PCC does not extend to a Hirer's liabilities. The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of using the premises. It is essential that the hirer obtains adequate Public Liability Insurance for the hiring. (This is usually insurance up to £5,000,000).

## **12. Legal Requirements**

(a) The Hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licences and copyright. The Hirer shall be fully responsible for obtaining any such licences or any other permission required, always providing that no such application shall be made without the approval of the PCC.

### **13. Safeguarding**

- (a) The PCC has adopted the Diocese of Blackburn's Safeguarding Policy and it is the responsibility of the Hirer to either provide a copy of their own safeguarding policy before the letting is agreed or obtain a copy of the PCC policy available from the parish office and sign the codicil to the letting agreement that they are willing to abide by it.

### **14. Compliance**

- (a) The Hirer shall not use the premises for any other purpose than that specified in the Premises Hiring Agreement, and is specifically forbidden to use, or allow the use of the premises or its surrounding grounds for any illegal or immoral purpose.
- (b) Failure by the Hirer to comply with any or all the terms of this Policy document where applicable, whether intentionally or not, may be deemed by the PCC to be just cause for immediate cancellation of any letting or series of lettings and may result in forfeiture of the deposit.

### **15. Administration**

- (a) Bookings of the premises will be administered by the Parish Office. This includes the acceptance and declining of bookings in consultation with the Incumbent, Church Wardens, Management Group and/or members of the Standing Committee of the PCC if necessary. The Incumbent will act as final arbiter if required.



CASUAL USER

Hire Agreement – St Paul's Parish Hall, Scotforth Road, Lancaster, LA1 4TS

between

PCC of St. Paul's Church, Scotforth **and:**

Name	
Address	
Phone Number (Landline preferred)	
Email	
Purpose of hire	
Approx. number of people	
Full Hire Charge	

Subject to a **£10** deposit (non-refundable) being paid at the time of booking and returned with this hire agreement to the Parish Office at the above address, the hirer shall have use of:

<b>Room</b>	<b>✓ as appropriate</b>	<b>Date of hire:</b>	
Main hall			
Side meeting room			
Kitchen		Time of hire: From:	
Upstairs		To:	

Please note that the room will be available 15 minutes before and 15 minutes after the booked times to enable you to set up and clear away. Please note our insurance only covers you to be on our premises during your official booking and set up/clearing away times.

There will be an additional £15 fee if the hall is not left in the same state that you found it to cover cleaning costs.

Any outstanding balance to be **paid at least two weeks** before the date of hire. The PCC reserves the right to cancel the hire at short notice if the hire fee and deposit are not paid in full in accordance with this requirement.

The deposit is non-refundable subject to the conditions set out in the Letting Policy of the PCC of St Paul's Church, Scotforth. Intending hirers should ensure that this is acceptable to them before making a booking.

Any cancellation by the Hirer must be made in writing to the Parish Office. If more than 14 days' notice is given, there is no cancellation fee. If less than 14 days' notice is given the Hirer shall forfeit 20% of the hire fee. In all cases the deposit is non-refundable.

Charges from 1 September 2012:-

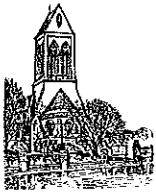
- Main Hall: £15 per hour
- Use of kitchen catering facilities: £2.50 an hour
- Upstairs room (no disabled access): £8 per hour
- Small meeting room downstairs: £8 per hour

Booking contact: Parish Business Manager – 01524 843135  
 Email: [office@stpauls-scotforth.org](mailto:office@stpauls-scotforth.org) (Mon - Fri 9.30am -12.00pm)

Payment can be made either by:

- Cheque: Which should be made payable to: St Paul's Church.
- Cash: In person or left in clearly labelled envelope in secure letterbox at the Parish Hall.
- Credit/Debit Card: Details can be taken in the Parish Office or over the telephone.
- Bank Transfer: The details are: Barclays Bank, Sort Code: 20-47-61,  
 Account Number: 30070475, Account Name: St Pauls Church Scotforth PCC.  
 Please use 'Parish Hall' or 'PH' in your reference

The hirer confirms that the 'Guide to the use St. Paul's Parish Hall' has been read and understood and that they agree to abide by the conditions as stated.



REGULAR USER

Hire Agreement – St Paul's Parish Hall, Scotforth Road, Lancaster, LA1 4TS

between

PCC of St. Paul's Church, Scotforth **and:**

Name	
Address	
Phone Number (Landline preferred)	
Email	
Purpose of hire	
Approx. number of people	
Full Hire Charge (per week)	
<b>If your hire is for commercial use then you are responsible for ensuring that you have public liability insurance up to £5,000,000.</b>	

Subject to a **£10** deposit (non-refundable) being paid at the time of booking and returned with this hire agreement to the Parish Office at the above address and the remainder of the hire charge being paid upon monthly invoice (or by other agreed arrangement), the hirer shall have use of:

Room	✓ as appropriate	Day/s of hire:	
Main hall			
Side meeting room			
Kitchen		Time of hire: From:	
Upstairs		To:	

Please note that the room will be available 15 minutes before and 15 minutes after the booked times to enable you to set up and clear away. There will be an additional £15 fee if the hall is not left in the same state that you found it to cover cleaning costs. Please note our insurance only covers you to be on our premises during your official booking and set up/clearing away times.

Invoices should be paid in full **within two weeks** of the date of invoice; non-payment after this date will incur a £10 administration fee for each reminder. The PCC reserves the right to cancel the hire at short notice if any invoices are not paid in full in accordance with this requirement.

The deposit is non-refundable subject to the conditions set out in the Letting Policy of the PCC of St Paul's Church, Scotforth. Intending hirers should ensure that this is acceptable to them before making a booking.

Any cancellation by the Hirer must be made in writing to the Parish Office. If more than 14 days' notice is given, there is no cancellation fee. If less than 14 days' notice is given the Hirer shall forfeit 20% of the hire fee.

Charges from 1 September 2012 :-

- Main Hall: £15 per hour
- Use of kitchen catering facilities: £2.50 an hour
- Upstairs room (no disabled access): £8 per hour
- Small meeting room downstairs: £8 per hour

Booking contact: Parish Business Manager – 01524 843135  
 Email: [office@stpauls-scotforth.org](mailto:office@stpauls-scotforth.org) (Mon- Fri 9.30am-12.00pm)

Payment can be made either by:

- Cheque: Which should be made payable to: St Paul's Church.
- Cash: in person or left in clearly labelled envelope in secure letterbox at the Parish Hall.
- Credit/Debit Card: Details can be taken in the Parish Office or over the telephone.
- Bank Transfer: The details are: Barclays Bank, Sort Code: 20-47-61,  
 Account Number: 30070475, Account Name: St Pauls Church Scotforth PCC.  
 Please use 'Parish Hall' or 'PH' in your reference

The hirer confirms that the 'Guide to the use St. Paul's Parish Hall' has been read and understood and that they agree to abide by the conditions as stated.





CASUAL USER

Hire Agreement – St Paul’s Hala Centre, Hala Square, Lancaster  
between  
PCC of St. Paul’s Church, Scotforth and:

Name	
Address	
Phone Number (Landline preferred)	
Email	
Purpose of hire	
Approx. number of people	
Full Hire Charge	

Subject to a **£10** deposit (non-refundable) being paid at the time of booking and returned with this hire agreement to the Parish Office at St Paul’s Parish Hall, Scotforth Rd, Lancaster, LA1 4TS, the hirer shall have use of:

<b>Room</b>	<b>✓ as appropriate</b>	<b>Date of hire:</b>	
Main hall	✓		
Shared use of Kitchen	✓		
		Time of hire: From:	
		To:	
<b>NO USE OF THE LOUNGE PERMITTED</b>			

Please note that the room will be available 15 minutes before and 15 minutes after the booked times to enable you to set up and clear away. Please note that our insurance only covers you to be on our premises during your official booking and set up/clearing away times.

There will be an additional £15 fee if the hall is not left in the same state that you found it to cover cleaning costs.

Any outstanding balance to be **paid at least two weeks** before the date of hire. The PCC reserves the right to cancel the hire at short notice if the hire fee and deposit are not paid in full in accordance with this requirement.

The deposit is non-refundable subject to the conditions set out in the Letting Policy of the PCC of St Paul’s Church, Scotforth. Intending hirers should ensure that this is acceptable to them before making a booking.

Any cancellation by the Hirer must be made in writing to the Parish Office. If more than 14 days’ notice is given, there is no cancellation fee. If less than 14 days’ notice is given the Hirer shall forfeit 20% of the hire fee. In all cases the deposit is non-refundable.

Charges from 1 September 2012:- Main Hall including shared use of kitchen: £12 per hour

Booking contact: Parish Business Manager – 01524 843135  
 Email: [office@stpauls-scotforth.org](mailto:office@stpauls-scotforth.org) (Mon - Fri 9.30am -12.00pm)

Payment can be made either by:

- Cheque: Which should be made payable to: St Paul’s Church.
- Cash: In person or left in clearly labelled envelope in secure letterbox at Parish Hall.
- Credit/Debit Card: Details can be taken in the Parish Office or over the telephone.
- Bank Transfer: The details are: Barclays Bank, Sort Code: 20-47-61, Account Number: 30070475, Account Name: St Pauls Church Scotforth PCC. Please use ‘Hala’ in your reference.

The hirer confirms that the ‘Guide to the use St. Paul’s Hala Centre’ has been read and understood and that they agree to abide by the conditions as stated.



Hire Agreement – St Paul's Hala Centre, Hala Square, Lancaster  
between  
PCC of St. Paul's Church, Scotforth and:

Name	
Address	
Phone Number (Landline preferred)	
Email	
Purpose of hire	
Approx. number of people	
Full Hire Charge	
<b>If your hire is for commercial use then you are responsible for ensuring that you have public liability insurance up to £5,000,000</b>	

Subject to a **£10** deposit (non-refundable) being paid at the time of booking and returned with this hire agreement to the Parish Office at St Paul's Parish Hall, Scotforth Rd, Lancaster, LA1 4TS and the remainder of the hire charge being paid upon monthly invoice (or by other agreed arrangement), the hirer shall have use of:

Room	✓ as appropriate	Day (s) of hire:	
Main hall	✓		
Shared use of Kitchen	✓		
		Time of hire: From:	
		To:	
<b>NO USE OF THE LOUNGE PERMITTED</b>			

Please note that the room will be available 15 minutes before and 15 minutes after the booked times to enable you to set up and clear away. Please note that our insurance only cover you to be on our premises during your official booking and set up/clearing away times.

There will be an additional £15 fee if the hall is not left in the same state that you found it to cover cleaning costs.

Invoices should be paid in full **within two weeks** of the date of invoice; non-payment after this date will incur a £10 administration fee for each reminder. The PCC reserves the right to cancel the hire at short notice if any invoices are not paid in full in accordance with this requirement.

The deposit is non-refundable subject to the conditions set out in the Letting Policy of the PCC of St Paul's Church, Scotforth. Intending hirers should ensure that this is acceptable to them before making a booking.

Any cancellation by the Hirer must be made in writing to the Parish Office. If more than 14 days' notice is given, there is no cancellation fee. If less than 14 days' notice is given the Hirer shall forfeit 20% of the hire fee.

Charges from 1 September 2012 :- Main Hall including shared use of kitchen: £12 per hour

Booking contact: Parish Business Manager – 01524 843135  
Email: [office@stpauls-scotforth.org](mailto:office@stpauls-scotforth.org) (Mon- Fri 9.30am-12.00pm)

Payment can be made either by:

- Cheque: Which should be made payable to: St Paul's Church.
- Cash: in person or left in clearly labelled envelope in secure letterbox at the Parish Hall.
- Credit/Debit Card: Details can be taken in the Parish Office or over the telephone.
- Bank Transfer: The details are: Barclays Bank, Sort Code: 20-47-61,  
Account Number: 30070475, Account Name: St Pauls Church Scotforth PCC.  
Please use 'Hala' in your reference.

The hirer confirms that the 'Guide to the use St. Paul's Hala Centre' has been read and understood and that they agree to abide by the conditions as stated.