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|  | **Parkgate & Neston URC Community Hall**  **Moorside Lane, Parkgate, Neston, CH64 6UZ** | | | | | | | | | | | | | **HALL APPLICATION FORM** | | | | | | |
| **If this form is completed on a computer, please use the Tab key to move from field to field** | | | | | | | | | | | | | | | | | | | | |
| **APPLICANT HIRER’S DETAILS** | | | | | | | | | | | | | | | | | | | | |
| **Name of Hiring Organisation** | | | | |  | | | | | | | | | | | | | | | |
| **Type of organisation** | | | | | **Registered Charity** | | | | |  | **Number** | | | |  | | | | | |
|  | | | | | **Club/Society** | | | | |  | **Business** | | | | | | | | |  |
| **Purpose of hire** | | | | |  | | | | | | | | | | | | | | | |
| **Contact Name** | | | | |  | | | | | | | | | | | | | | | |
| **Address** | | | | |  | | | | | | | | | | | | | | | |
| **Email Address** | | | | |  | | | | | | | | | | | | | | | |
| **🕿 Main Contact No 🡺** | | | | |  | | | | **🕿 Mobile No 🡺** | | | | | | | |  | | | |
| **🕿Emergency Contact No 1 🡺** | | | | |  | | | | **🕿 Emergency 2 🡺** | | | | | | | |  | | | |
| **If this is for a term booking, who will be the keyholders?** | | | | | 1 | | | | | | | | | | | **🕿🡺** | | |  | |
|  | | | | | 2 | | | | | | | | | | | **🕿🡺** | | |  | |
| **BOOKING DETAILS** | | | | | | | | | | | | | | | | | | | | |
| **Day(s) Required** | |  | | | | | **Frequency** | | | | |  | | | | | | | | |
| **Starting date** | |  | | | | | **Finishing date**  **if known** | | | | |  | | | | | | | | |
| **Starting Time** | |  | | | | | **Finishing Time** | | | | |  | | | | | | | | |
| **Dates within the period booking NOT required** | | |  | | | | | | | | | | | | | | | | | |
| **Age group of main users** | | | |  | | | **Approximate no of users** | | | | | | | | | | |  | | |
| **Please X room(s) required** | | **Hall** | | | | **Room 2** | **Room 3** | | | | | | **Room 4** | | | | | **Use of kitchen** | | |
|  | | | |  |  | | | | | |  | | | | |  | | |
| **Please indicate any other requirements** | | | | | | | |  | | | | | | | | | | | | |
| **What electrical equipment of your own (if any) do you ask permission to use? (See condition 6)** | | | | | | | |  | | | | | | | | | | | | |

|  |  |
| --- | --- |
| **EITHER I have read and retained, and the Hirer will abide by, the P&N URC safeguarding policy reproduced on pages 4 and 5** |  |
| **OR The Hirer has its own safeguarding policy with which it will abide and which is submitted with this application form for approval by the church** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACCEPTANCE OF TERMS & CONDITIONS OF HIRE AND EVACUATION PROCEDURES** | | | | |
| **I have read and accept the terms and conditions of hire on page 3 which I have retained and confirm that I am authorised by my organisation to sign on its behalf.** | | | | |
| **Signature** |  | | **Date** |  |
| **Position held in hiring group** | |  | | |

**Please return the completed Booking Form to**

**alanmeehan@btinternet.com**

**URC Community Hall Lettings Officer,**

**4 Peerswood Court, Little Neston, CH64 0US**

**0151 336 7643**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **THIS BOOKING** | **For Completion by P&N URC Community Hall Lettings Officer** | | | | |
| **Name of organisation** |  | | | | |
| **Dates** |  | | | | |
| **Hours per session** |  | | **Charge per session** | | **£** |
| **Payment is due** |  | | | | |
| **ACCEPTANCE OF BOOKING** | | | | | |
| **Signed on behalf of P&N URC** | |  | | | |
| **Position** | |  | | **Date** |  |

**COMMUNITY HALL HIRE RATES to 31 August 2024**



**Terms and Conditions of Hire**

1. All hire charges must be paid in accordance with the schedule on page 2 of the booking form.

2. Provided there is no previous or subsequent planned use for the rooms, ‘setting up’ and clearing up’ times are permitted, not exceeding thirty minutes. If additional time is required, this should be reflected in the booking.

3. The Church gives no warranty that the premises are legally or physically suitable for the purposes of the Hirer.

4. The Hirer is liable to the Church for the proper use of the premises and of the Church’s property, and for the conduct of the people using the premises in connection with the hiring. The Hirer agrees to reimburse the Church for any expenses incurred in consequence of loss or damage to the premises, equipment, furniture, grounds, etc. however caused by the Hirer or by any person whom the Hirer has invited or permitted onto the premises.

5. The Hirer is liable for any loss or damage to neighbouring property and to the property of persons on the property in connection with the hiring and for any personal injuries sustained by any

6. **The Hirer may not bring any electrical apparatus on to the premises without the prior agreement of the Church.** If agreed, such equipment must comply with all current safety legislation and be certified accordingly.

7. The Hirer must ensure that any children or vulnerable adults present are protected in accordance with best practice, legal and insurance requirements. The Hirer must adhere to their organisation’s, or the Church’s, safeguarding policy. A copy of the Church’s policy is available on request.

8. The Hirer is responsible for the efficient supervision of the premises including effective control of all those present and the orderly and safe evacuation of persons from the premises in the event of an emergency. In addition, the Hirer must respect the rights of those using other parts of the building.

9. Except for ‘one off’ hirings, the Church reserves the right to cancel a hiring when the premises are required for the Church’s own use. The Church shall not be liable for any loss or expense suffered by the hirer in exercise of this right.

10. The Church reserves the right to cancel a hiring and to stop any use of the premises that is not properly conducted. Any use of the premises that threatens the safety of any persons or of the Church’s property may be cancelled at any time.

11. To comply with current legislation smoking and the sale of alcoholic beverages are not permitted on any of the Church premises. The consumption of alcoholic beverages is allowed in the building only by prior agreement of the Church.

12. The Hirer undertakes to allow members of the Church’s governing body to enter and view the premises during the hiring to ensure that arrangements have been made for proper use and supervision, including compliance with any licensing, police and fire requirements and regulations.

13. The benefit of the hiring is personal to the Hirer and is not assignable; the Hirer shall not sublet the premises or any part thereof. No rooms may be used except those specified in the hiring agreement, nor for any other purpose than that specified in the hiring agreement.

14. The Hirer must not leave any goods or apparatus on the premises unless authorised by the Church.

15. No litter may be left on the premises. The Hirer must leave the premises, including the kitchen and equipment used, in a clean and tidy state and any tables, chairs, etc. that are used must be returned to the position and in the condition in which they were found. Small amounts of waste material should be placed in the appropriate recycling container but, where the hiring includes catering, the hirer must remove all related refuse.

16. Vehicles are parked in the Church grounds at the owner’s risk.

17. Any damage caused to Church property during a hiring should be reported within 24 hours and any accident causing personal injury which occurs in the Church buildings or grounds must be reported to the Church immediately after the injured person has been treated and made safe. The Hirer must complete the appropriate form in each case.

18. This licence may be terminated by either party by four weeks written notice. Service of notice is sufficient if sent by second class post to the Hirer’s contact address. Notice to the Church is sufficient if sent by second class post.

19. Although the Church’s Public Liability Insurance extend to external hirings,the Hirer is strongly advised to arrange their own Public Liability Insurance. The Church reserves the right to insist on such insurance.

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1. **Aim and purpose of this policy**

The aim of this policy is to ensure that protecting people from abuse, harm or neglect is central to our culture. It provides procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised.

**Who this policy applies to**

This policy is approved and endorsed by the Elders and applies to:

* + All members of our church
  + All those who attend and serve our church/place of worship and its services
  + Our Trustees and Elders
  + Paid staff (both internal and external eg contractors or consultants)
  + Volunteers
  + Organisations and groups which hire our building with written agreement to operate under the church safeguarding policy.

**Principles underpinning the policy**

* + Our theology and values
  + Our commitment to put the welfare of children and adults at risk first
  + A willingness to be open and listen
  + A commitment to comply with relevant legal and regulatory requirements.

*Definitions*

The term ‘children’ refers to those under the age of 18 years.

The term ‘adult at risk’ refers to any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation, are permanently, or for time being, unable to take care of themselves, or to protect themselves against significant harm, abuse or exploitation.

**Duty of care and confidentiality**

We have a duty of care to all beneficiaries of the church, whether children or adults.

We will always maintain confidentiality, except in circumstances where to do so would place the individual or another individual at risk of harm or abuse.

1. **Creating a safer culture**

We are committed to creating a safer culture in our church which will help us to prevent harm from occurring and provide an environment in which all can flourish. We will:

* + Appoint a Church Safeguarding Coordinator and ensure contact details are available for anyone to report a concern
  + Have a safeguarding policy which is reviewed annually and updated when necessary
  + Practise safer recruitment procedures for paid and volunteer roles
  + Ensure all those working with children and/or adults at risk are given copies of relevant Codes of Conduct
  + Follow the requirements of the training framework
  + Comply with legal requirements in respect of data protection
  + Complete the Annual Church Safeguarding Return
  + Ensure safeguarding is a regular agenda item for church and Elders’ meetings.

1. **Ensuring safer activities**

Whilst it is not possible to guard against every eventuality, we are committed to providing as safe an environment as possible for activities both on and off church premises.

We will:

* + Ensure appropriate insurance is in place for buildings and activities
  + Consider the implications of data protection and health and safety requirements for specific activities
  + Carry out risk assessments for relevant activities or events
  + Ensure adequate staffing for activities and that leaders have suitable training, are aware of relevant guidance and agree to follow relevant Codes of Conduct
  + Ensure the hirer’s agreement is in place for other organisations using church premises
  + Seek advice from the Synod Safeguarding Officer for complex or sensitive risks.

1. **Recognising and responding to concerns**

We acknowledge that, although promoting Safer Culture and Safer Activities will help to protect all those in contact with the church, some concerns will inevitably arise and we are committed to responding well in such circumstances.

We will:

* + Promote awareness of different kinds of abuse, other vulnerabilities and types of safeguarding concern
  + Seek to create a ‘listening culture’ and help people develop listening skills to respond appropriately in situations where sensitive information is disclosed
  + Inform the Synod Safeguarding Officer as a minimum of any situations where involvement from statutory services is/may be required
  + Share information with statutory services as appropriate and co-operate with them during any investigations
  + Report any serious safeguarding incident to the Charity Commission and notify the Synod Safeguarding Officer.

1. **Managing allegations and people who may pose a risk to others**

Where allegations are made against individuals within the Church, we are committed to following all required investigative and regulatory procedures. We will work in collaboration with the Synod, wider Church staff, statutory agencies and other relevant organisations.

We will:

* + Co-operate fully with any investigative or disciplinary procedures
  + Inform the Synod Safeguarding Officer immediately on becoming aware of anyone in the church who may present a risk to others
  + Work with the Synod Safeguarding Officer and contribute relevant information for risk assessments
  + Alert the Synod Safeguarding Officer or statutory agencies to known breaches of a safeguarding agreement.

1. **Supporting victims and survivors**

The key principle underpinning our policy and practice in this area is that all those who have experienced abuse, whether recently or in the past ‘will be listened to and offered the pastoral care and support they deem appropriate and relevant, irrespective of type of abuse, context, or when this occurred’

We will:

* + Recognise that the Elders’ meeting has responsibility for provision of pastoral care
  + Be aware of local support services that people can be referred or directed to
  + Ensure those in relevant roles attend appropriate training
  + Seek advice from the Synod Safeguarding Officer about provision of appropriate support when necessary.

1. **Key contacts**

**Church Safeguarding Coordinator**

Jill Mackeen 0151 3367528 J.mackeen70.mackeen@btinternet.con

**Deputy Church Safeguarding Coordinator** (if applicable)

Catherine Maddaford 07769978133 cmaddaford@aol.com

**Synod Safeguarding Officer**

Julie Rafferty 0151 722 6590 07376053044 [safeguarding@merseysidesynod.org.uk](mailto:safeguarding@merseysidesynod.org.uk)

[safeguarding@nwsynod.org.uk](mailto:safeguarding@nwsynod.org.uk)

**URC Safeguarding Office** (This should only be used if you are unable to contact your Synod Safeguarding Office) Email: [**safeguarding@urc.org.uk**](mailto:safeguarding@urc.org.uk)

**Local statutory services: Children Tel: 0300 123 7047 Adults Tel: 0300 123 703**

Out of Hours Emergency Duty Team 01244 977277

1. **Review**

This policy will be reviewed annually, updated as required and adopted by the church meeting.

Date of most recent review: March 2024 Date of next review: March 2025

Signed(On behalf of the church Elders) by: