

St Lawrence Church Centre, Barnwood

Terms and Conditions of Use

1. All usage of the Barnwood Church Centre (the Centre) will be subject to the Centre being available, the type of activity being approved by the Parochial Church Council (PCC), and to these Terms and Conditions of Use.
 2. Booking Times for when the Centre is available for use are maintained in the Parish Office.
 3. The accommodation available at the Centre comprises two ground-floor meeting rooms and an upstairs function suite with lift access. The two meeting rooms can be combined into one; a kitchen is also available if required.
 4. The person booking the Centre will be nominated as the User. The Centre will be opened by the Keyholder at beginning of the Booking Time and closed by the Keyholder at the end. The User will not be issued with a key
 5. The User must be present at all times during their Booking Time.
 6. A table of Charges for the use of the Centre is maintained in the Parish Office. Payment of such Charges will be made at the time of booking unless by prior arrangement (e.g. long term bookings of a regular time-slot).
 7. All charges will include use of the furniture, fittings and, where appropriate, the use of the kitchen and associated crockery, cutlery and utensils.
 8. The User will ensure that fire exits are kept clear and fire doors are kept closed at all times. They must also be familiar with the Fire Action Procedure, and the location of the fire extinguishers and the first aid kits. The Fire Action Procedure is fixed in several prominent locations in the Centre and is available for inspection in the Parish Office.
 9. During the Booking the User of the Centre will also ensure that:
 - a) No person marks or damages any part of the building or its contents, or fixes anything to the structure, furnishings or contents of the building, including the walls;
 - b) There is no smoking in any part of the Centre, nor in the courtyard area;
 - c) All relevant legislation relating to the sale and consumption of alcoholic drinks in the Centre is complied with;
 - d) All relevant legislation relating to the storage, preparation and cooking of food is complied with, a copy of the main points is pasted to the kitchen wall;
 - e) No ball games, except those approved by the PCC, are played in any part of the Centre nor in the courtyard area;
 - f) The likely use of live or recorded music in the Centre is disclosed when booking, and that the necessary permissions are obtained and any royalties due are paid;
 - g) They are familiar with the Home Office Code of Practice "Safe from Harm" and have an understanding of it and undertake to follow the code of practice contained therein in relation to work with children and young people under the age of eighteen years in the Centre
 - h) Ushers or stewards are available to confirm that only bona fide persons are allowed entry to the Centre;
 - i) No animals except guide dogs are allowed into the Centre or courtyard;
 - j) Noise levels in the Centre are kept to reasonable levels at all times bearing in mind that the Centre is in a residential area and that there may be other Users in adjacent rooms;
 - k) The Centre is vacated by the agreed time of the end of the agreed Booking Time;
 - l) All equipment and furniture used in the Centre are returned to the place where they were found;
 - m) All items used in the Centre's kitchen are washed, dried and put away as found;
 - n) All breakages and any damage to the Centre are reported to the Keyholder, note that any damage or breakage that is the responsibility of the User will be charged for;
 - o) The extractor fan in the kitchen is used if the kitchen becomes stuffy, smelly or humid, instructions are in the kitchen;
 - p) Upon leaving the Centre that they have liaised with the Keyholder and other Users to ensure that, where appropriate:
 - i) all windows are closed;
 - ii) all lights are turned off;
 - iii) all taps over washbasins and sinks are turned off;
 - iv) the cooker and extractor fan are turned off;
 - v) the Centre is clear of all items that have been brought in by the User;
 - vi) all rubbish is removed;
 - vii) the intruder alarm has been set and;
 - viii) all persons have left the building.
10. The PCC will not be liable for any loss, damage, personal injury or death caused to any person or property that arises in connection with the use of the Centre. The User will indemnify the PCC against any claim brought against the PCC by any person in respect of such matters.
 11. The car parking area in Church Lane is the property of the Highway Authority, and the PCC does not accept any liability for any loss, damage or personal injury or death resulting from using the car park.
 12. Heating at the Centre is set on time clocks to come on approximately half an hour before each booking begins, and to go off at the end of each booking, and cannot be changed.
 13. In the event of a false alarm occurring during the use of the Centre, any resultant charges will be passed onto the User.
 14. Cancellations less than one month from the booking date may attract a cancellation fee.