

**St Andrew's Catholic Church**  
Tenterden

**POLICY AND AGREEMENT  
FOR USERS OF  
THE PARISH CENTRE**

## **INTRODUCTION**

1. The Parish of St Andrew's wants all users/hirers of the Parish Centre to enjoy the benefits of our new facilities, which lie at the heart of our effort to be a welcoming community. The Parish Priest, Monsignor Edward Hill, has worked hard to develop and maintain our facilities to comply with current British Standards and legislation.
2. To complete our obligations under the law, we have developed policies that are bespoke for our building, to ensure that the building is used safely. However, the responsibility for applying these policies, whilst using our facility, must lie with the user on the day. We have produced this document to clearly highlight the policies in place and to be clear where the Parish's responsibilities end and yours as user begin.
3. It is important that we are clear what we expect our standards to be in terms of care and maintenance, and the cleanliness of the Parish Centre.

## **DESCRIPTION AND PARAMETERS OF USE**

4. The Parish Centre can be used for many purposes, the limit of which is set by the Parish Priest. This recognises the design of the building as an integrated part of the church and the natural primacy of the church with respect for masses and other services, which must take precedence over any activity in the Parish Centre.
5. The building has physical limitations and policies that govern its use. You must satisfy yourself that it will suit your purpose. It is therefore essential that you familiarise yourself and the members of your group with all the measures that have been put in place to ensure your health and safety whilst using this facility.
6. As a signatory of the Parish Centre user's policy, you commit yourself to have sole responsibility for managing the facility and applying both your own and policies mentioned within this document. We hope that you enjoy using our facilities without accident or incident; however if either should occur, we urge you to fully record it in the document provided.
7. Naturally, we hope that you will leave the Parish Centre in the condition you find it. Should you encounter any issues when you first enter the building, please contact the Parish Priest, or his designated deputy, immediately.

## **Users**

8. All users of the Centre must be either a responsible individual or a group known to the local church community and satisfy one of the following criteria:
  - Be groups or organisations meeting under the authority and supervision of the Parish Priest.
  - Be recognised as contributing to the Christian Outreach and Mission of the Church
  - Be used for reasonable family functions for regular church attendees such as anniversary and birthday celebrations
  - Be used by non-church organisations providing a pastoral or community service within the parish on an occasional basis.

9. No activity is allowed, which may endanger personal safety or cause damage to the fabric or fittings. No use is permitted, which is contrary to orthodox Christian Spirituality.

### **Payment**

10. The Centre is not available for hire for any fixed fee in accordance with the current VAT regulations. A donation towards the ministry of the Church is welcomed and a guide is £12 per hour to cover costs etc unless this is waived by the Parish Priest.

### **USE OF THE PARISH CENTRE**

11. As a user of the Parish Centre, you need to familiarise yourself with the following policies listed below. These details **MUST** be highlighted to any deputy leader of your group, should such person exist. You will be asked to sign this document and in doing so, will become the “legally responsible person”, whilst your particular group uses the Centre. Once you are aware of the rules and safety facilities of the Centre, you have a duty of care to ensure that your group is aware of all the implications that affect them.
12. All users must comply with the requirements of the Law – especially in respect of the care of minors and vulnerable adults and it is the user’s direct responsibility to ensure compliance. Minors are not allowed in the kitchen area or to be unsupervised anywhere in the premises. All statutory regulations must be strictly observed.
13. These policies contain elements of consideration for ALL users, both able-bodied and disabled; they also highlight the issues of “Child and Vulnerable Adult” protection. Everyone using the Centre and having charge of children must be appropriately authorized to do so.
14. If you are a frequent user of the facilities, it is possible that your use may change week on week, or as seasons change. Please ensure that the Parish Office is made aware of all changes of use and of any special events that might require individual planning and consideration.
15. It is essential that you give the Parish Office at least a month’s notice of any change to your group’s leadership, in order to arrange new documentation to be raised and completed.

### **RULES, REGULATIONS AND GENERAL HALL POLICIES**

#### **Caveat**

16. The Parish Priest reserves the right to inspect the premises at any time to ensure compliance with regulations.

#### **General Hall Policies**

17. The church has an insurance policy for routine use, but this has limitations of liability and users are advised to arrange their own insurance cover as appropriate. (A summary of the church’s current liability insurance is attached.)

18. Health and Safety information detailing the key policies relevant to our premises is displayed in the User's Folder, handed to the hirer on the day. User groups often have their own Health and Safety policies specific to their organisations. Hall users must ensure that the requirements of both policies are met. Any additional safety equipment and/or physical supervision required are the sole responsibility of the user.
19. The Fire Advisor has approved the building for use by a maximum of 130 people. The Centre has 132 chairs and 22 tables (12 large, 6 medium and 4 small), held in the storeroom.

### **No Smoking**

20. There is NO SMOKING in any part of the Parish Centre.

### **Electrical Appliances**

21. The Parish has all portable electrical appliances on its premises tested every 12 months. This is to ensure the appliances are safe to use. **The use of temporary heating, lighting, wiring or electrical appliances is not permitted without the explicit permission of the Parish Priest.** If for any reason you have to bring an electrical appliance onto the premises, you must have a current test certification attached or available (the test being a Portable Appliance Test, known as PAT testing).

### **Nuisance**

22. Users are not to create a nuisance through excessive noise or unseemly behaviour of any kind. The Centre adjoins our church, which is a place of worship and both must be treated with due respect and decorum. The Centre is also situated in a residential area and we must not endanger relationships with them by noise or selfish parking. Use of the Centre beyond 10.30pm will need specific authorisation from the Parish Priest.

### **Alcohol**

23. Alcohol may not be sold on the premises, unless a licence to do so has been obtained. Raffle tickets may not be sold to minors, if alcohol is included as a prize.

### **Notices**

24. No nails, tacks, screws, etc. shall be driven into any walls, floors, fittings, furniture or structure, or adhesive substances, blue tack, sellotape, Velcro, gummed paper etc. used on them.

### **Car Parking and Use of the Garden**

25. There is limited car parking for the church, including 3 disabled car parking spaces. Similarly, there is limited parking in the adjacent Turners Road. You may use the garden to the Parish Centre, but you are asked to recognise that it is also the garden

belonging to the Presbytery. In both cases, please make every effort to be considerate of our community and neighbours.

## **Respect**

26. Please leave the Centre in a clean and tidy condition. If it is found otherwise by the user, any shortcoming or equipment failures should be reported to the Parish Priest at the earliest opportunity. Spillages should be promptly mopped up. Shoes with stiletto or other sharp soles are not to be worn. Damage caused by the user is to be reported to the Parish Priest and compensation paid to enable rectification

## **Before you go**

27. Before leaving, please:

- Clean the kitchen
- Wash any crockery & cutlery
- Clean work surfaces
- Ensure that:
  - the cooker is switched off
  - all taps are switched off
  - the sink is clean
  - all rubbish is carefully packed in bin liners
- Leave the Parish Centre in a clean, secure and orderly state
- Lift (do not drag) furniture across the floor
- Leave all chairs and tables neatly stacked in the store
- Ensure all windows are locked, the kitchen heater is turned off and all lights are out
- Lock all doors, and
  
- **RETURN THE KEYS TO THE PARISH PRIEST IN THE PARISH OFFICE OR PRESBYTERY**

N.B. Accidents can happen and any damage sustained to the premises, its fittings, equipment and furniture must be reported to the Parish Priest within 24 hours.

**In the event of damage to gas or electrical appliances/fittings, please notify the Parish Priest immediately.**

I/We agree to abide by the terms and conditions above:

Full name	
Organisation	
Proposed activity	
Contact address	
Telephone number	
Signature	
Date	
Date of booking	
Time from	
Time to	
Donation offered	
Approved by	
Notes (e.g. special requests for use of kitchen, layout of tables and chairs, etc)	

