

**St Andrew's Catholic Church**  
Tenterden

**AGREEMENT  
FOR USERS OF  
THE PARISH CENTRE**

## **INTRODUCTION**

1. The Parish of St Andrew's wishes 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, the Rt Revd John Hine, has worked hard to develop and maintain our facilities to comply with current British Standards and legislation.
2. To complete our obligations under law, we have developed policies that fit our building and ensure that it can be 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 also important to be clear what we expect 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 and implemented through the Parish Centre Manager. This recognises the design of the building as an integral part of the church and the natural primacy of the church with respect for masses and other services, which take precedence over any activity in the Parish Centre.
5. The building also has physical limitations and regulations that govern its use. You must satisfy yourself that it will suit your purpose within the Law. 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 agreement, you commit yourself to have sole responsibility for managing the facility and applying both your own and the policies mentioned within this document for the duration of your use of the Centre. 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 User's Folder 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 Centre Manager, or the Priest Priest, immediately.

## **Users**

8. All users of the Centre must be either a responsible individuals or members of a group known to the local church community and satisfy one of the following criteria:
  - Be groups or organisations meeting under the authority of the Parish Priest;
  - Be recognised as contributing to Christian Outreach and Mission of the Church;
  - Be recognised as a fully constituted charity or group within the local community;

- Seek use of the Centre for reasonable family functions for 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 should be discussed with the Parish Centre Manager or the Parish Priest. Use of the kitchen, secure WiFi and the touch screen are also subject to agreement.

### **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 a 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 authorised 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 Centre Manager 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 Centre Manager 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 and the Parish Centre Manager reserve 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 current certificate of the Parish's third party liability insurance is contained in the User's Folder.)
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 or the Parish Centre Manager.** 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 must be treated with due respect and decorum. The Centre is also situated in a residential area and we must not endanger relationships with residents by noise or selfish parking. (The Centre has a noise limiter installed, which cuts off electrical power, should the noise become excessive.) Use of the Centre beyond 10.30pm will need specific authorisation from the Parish Priest or the Parish Centre Manager.

## 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 public 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 of 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 shortcomings or equipment failures should be reported to the Parish Centre Manager 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 Centre Manager 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, or as you found them;
- Ensure all windows are locked, the kitchen heater is turned off and all lights are out;
- Make sure any IT or electronic equipment (including the touch screen display) is properly shut down;
- Lock all doors, and

## **RETURN THE KEYS TO THE PARISH CENTRE MANAGER OR THE PARISH PRIEST.**

N.B. Accidents can happen and any damage sustained to the premises, its fittings, equipment and furniture must be reported to the Parish Centre Manager within 24 hours. But....**in the event of damage to gas or electrical appliances/fittings, please notify the Parish Centre Manager immediately.**

## The Application

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

Full name	
Organisation	
Proposed activity	
Contact address	
Telephone number	
Email address	
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, WiFi, touch screen display, etc)	