

Terms and Conditions for Use of Aberfeldy Parish Church

- 1) Rules and Regulations.** Each organisation using the facilities is required to sign and abide by the rules and regulations which are given below.
- 2) Booking Confirmation.** Please ensure that you have filled in a relevant booking form. Without such a completed Booking form there is no obligation to accommodate your booking. The Aberfeldy Parish Church insurance conditions mandate that there is a **written** record of those people/church organisations and groups who will use the church facilities.

3) Insurances.

- **Aberfeldy Parish Church Activities** – For Activities under all the recognised ministries of the Aberfeldy Parish Church, including those listed below and joint activities with sister congregations: insurance against damage/theft to Church buildings and contents is provided by Aberfeldy Parish Church.

Recognised Aberfeldy Parish Church Activities, Ministries and Outreach programmes –

Fellowship Lunches

Prayer Café

Breathe

CAP

Quilting group

AA

Conversation group

Activity Day

Shoebox day

- **All other activities and organisations:** - The organisation using the facilities is responsible for providing third party liability insurance so that damage to church building and contents is covered by the organisation's insurance provider. Organisations external to Aberfeldy Parish Church organisations will not be allowed to use the facilities unless a current, valid third-party insurance certificate can be produced.

4) Organisations and Priorities. The list of activities and organisations with priority over any booking are listed below.

- **Priority 1** – Any Activity involving Aberfeldy Parish Church Worship, Prayer, Session, extra-ordinary congregations' meetings, regular activities such as Activity Days, Breathe, Rock Steady, Youth meetings, Funeral Services.
- **Priority 2** – Activities of other Christian organisations.
- **Priority 3** – Activities of other charities whose aims can be supported by the Church as being conducive to Christian living or community groups with whom Aberfeldy Parish Church wish to engage.

5) Organisations not Permitted to Use Aberfeldy Parish Church.

- Organisations whose aims are contrary to the Christian faith.
 - Masonic organisations.
 - Bands who are not Christian bands but who want practice space.
 - Organisations who have been previously refused use of the premises due to unresolved damage, noise levels or other areas which Aberfeldy Parish Church deem not suitable.
- 6) **Approval for use of Aberfeldy Parish Church.** The decision for the approval of a group to use the facilities is delegated to the Session Clerk who will if necessary, defer to either the Minister or the Kirk Session who have the ultimate authority as to who can and cannot use the Church facilities.
- 7) **Main Sanctuary usage.** The Sanctuary is only to be used for worship, prayer, praise and healing in their various forms and for Outreach projects. Use of the Sanctuary for purposes other than those stated must be approved by The Minister, Interim Moderator or Session.
- 8) **Consumption of Drugs and Alcohol.** There will be **No** consumption of non-prescription drugs and/or alcohol under any circumstance.
- 9) **Gambling.** There will be NO gambling of any form.
- 10) **Commercial Sales.** There will be NO direct selling of any organisation's goods and services on any of the premises or in the car park
- 11) **Protection of Minors.** Should you have children on the premises and they are under the age of 6 in the property, you are responsible for ensuring that all current laws and regulations pertaining to children and young persons are strictly adhered to (including but not restricted to the requirement for two Disclosed adults to be in attendance at all times.).
- 12) **Damage of Property.** Should any equipment or part of the building be damaged as a result of misuse or accident, the fault/damage must be brought to the attention of the Aberfeldy Parish Church Administrator or another Aberfeldy Parish Church appointed person. Leaving the damage/fault to others to discover is not appropriate.
- 13) **Onsite Repair of Equipment.** Under no circumstances will you attempt to repair equipment and/or facilities but will refer to the Aberfeldy Parish Church Administrator or another Aberfeldy Parish Church appointed person. This particularly applies to electrical equipment.
- 14) **Tidiness/Cleanliness.** You are expected to leave the facilities in the state in which they are found. You shall bring to the attention of the church administrator any unsafe or unclean condition. If the toilets are not in a fit, hygienic state please contact the Church Administrator. All rubbish of whatever description produced by you will be placed in the appropriate bin(s) in the car park. Please observe the various recycling requirements. Please do not simply 'dump' everything into the bin. Do not overfill the bins. There is a vacuum cleaner for your use in the kitchen. Please do Not use Sellotape or Blue tack on any of the walls.

If you use the kitchen facilities, please observe the following:

- If you use any dishes, please put them back where you find them, cleaned and dried.
- Please DO NOT use the dish washer unless you have had appropriate training from the Aberfeldy Parish Church Kitchen Safety officer.
- Report any breakages to the Church Administrator.
- If you use tea towels, please arrange for them to be cleaned, dried and returned to the Church. Please DO NOT leave any wet towels in the kitchen.
- Please provide your own food and drink and do not use the Church's provisions.

- Please take with you any excess food and drink, including any from the fridge. Any excess food and drink left will be disposed of appropriately.
- Please leave the kitchen surfaces clean and free from any clutter.
- Please clean/wipe out any ovens/microwaves that have been used.
- Please check and record temperatures of the fridge and freezer on the appropriate forms attached to the fridge.
- Please complete, sign and **DATE** the appropriate cleaning forms.

15) **Heating Controls.** Please refrain, wherever possible, from changing the timed controls of the heating program unit. If you must change them, then you can use the appropriate room thermostats. If you adjust any radiator, please return the setting to what it was originally. Please call the Church Administrator if there is no heating.

16) **Security and Safety of leaving the property.** You will check that ALL windows (even those not used by you) are locked, all electrical heating switched off and all doors locked on leaving the property. You will further check that no one is left in the building.

17) **Left Items.** Any items left on the premises will be kept by Aberfeldy Parish Church for one calendar month. After which time the property will be disposed of through the local thrift shop or other appropriate means.

18) **Aberfeldy Parish Church Property Keys.** You will be given the code to the key safe to access the Church. Please do not give this code to anyone else or undertake to have the key duplicated under any circumstances. The key will never be left by you somewhere outside the Church building to be collected by another person. The key will be kept safe at all times by the contact person **(please insert named person)**

.....
The key will NOT be given to any other person unless agreed with Aberfeldy Parish Church. The key will be returned to the key safe when no longer required by you.

19) **Additional Contacts.** Where appropriate, you shall appoint two contacts who can be contacted in case of emergency or the need to contact the Lessee. At least one of the contacts **MUST** be in attendance at all times when your group/organisation's activities are being held in Aberfeldy Parish Church building.

20) **Compliance with Aberfeldy Parish Church Health & Safety Regulations.** You are responsible for the conduct of your group/organisation's members and in ensuring that all equipment and facilities are used with due care, attention and diligence. It is expected of you that your activities and conduct will comply with these regulations.

21) **Electrical Equipment.** All electrical equipment within Aberfeldy Parish Church has an up-to-date **P.A.T** certificate. Please ensure any electrical equipment brought into the Church has a current **P.A.T** certificate. Please ensure you **enclose a copy of any certificates** along with the booking form.

22) **Behaviour within the Vicinity of Aberfeldy Parish Church building.** Recognising that there is a Residential Care Home opposite the Church buildings, you are expected to enter and leave the Church building with a minimum of noise and disruption.

23) **Funeral Arrangements.** It may be necessary, from time to time, to alter the times and room/hall availability should a funeral be held with no alternative date/time for the funeral. Such a change will be communicated with you and/or your additional contact persons.

24) **Working Alone in the Aberfeldy Parish Church Building.** When you are in the premises on your own or you know of someone within your group/organisation who will be, please use the following guidelines.

- Always try to have someone else with you.
- If alone, check the premises to ensure you are alone.
- Lock all outside doors.
- Carry a mobile phone with you at all times and have it available, charged and on your person.
- If you are anxious for any reason please contact either the Church Administrator on 07736384035, a member of the congregation who is known to you, or a friend, immediately.

SIGNED (ABERFELDY PARISH CHURCH MEMBER)

Signature.....

NAME (Please Print)

TITLE WITHIN ABERFELDY PARISH CHURCH

DATE

ORGANISATION/GROUP MEMBER

Signature

FULL NAME (Please Print)

TITLE WITHIN THE ORGANISATION/GROUP

DATE

CONTACTS:

ABERFELDY PARISH CHURCH ADMINISTRATOR **ANNETTE MACDONALD 07736384035**

ORGANISATION/GROUP

FIRST CONTACT - NAME.....

TEL NO.

SECOND CONTACT – NAME

TEL NO.

When sending the signed copy please ensure you include any relevant P.A.T and Insurance certificates.