

GENERAL RULES GOVERNING THE USE OF BAXENDEN ST. JOHN CHURCH

Introduction

The management of Baxenden St. John Church is vested in the PCC, whose powers and composition are defined by the laws governing the Church of England. Under these laws, the PCC is empowered to make rules, or to withdraw or amend them.

1 Use of the Church

Use of the Church and its facilities is subject to the following rules and, in the case of hirers, to certain conditions incorporated in the Hiring Agreement.

2 Applying to Use the Church

- a) Applications for use of the Church shall be made to the PCC's authorised representative.
- b) The right to refuse or terminate any application for the use of the Church facilities is reserved to the PCC's authorised representative in consultation with the Vicar and Churchwardens.
- c) All arrangements for the use of the Church are subject to the PCC reserving the right to cancel bookings when the premises are rendered unfit for the intended use.
- d) Sections and affiliated groups of the PCC shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the PCC, except as provided for in (c) above.

3 Hours of Opening

Facilities at the Church are normally available for the use of outside hirers between the hours of 8:30am and 10:00pm on weekdays and Saturdays, and 1:30pm and 5.00pm on Sundays, excluding: Good Friday, Holy Saturday and Easter Sunday, and the evenings of Shrove Tuesday and Maundy Thursday.

4 Maximum Capacity

The maximum capacity for the rooms within the Church is:

	Standing	Seated
Nave (hall)	240 persons	150 persons
Lounge	50 persons	40 persons
Cellar	40 persons	30 persons

And on no account shall these figures be exceeded.

5 Safety Requirements

All conditions attached to the granting of the Church's licences shall be strictly observed. Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and its contents. In particular:

- a) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be kept clear to enable unhindered exit from the Church;
- b) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- c) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the PCC's authorised representative;
- d) performances involving danger to the public shall not be given;
- e) highly flammable substances shall not be brought into, or used, in any part of the premises;
- f) no unauthorised heating or cooking appliances shall be used on the premises;
- g) the First Aid box shall be readily available to all users of the premises. It is located in the kitchen. The PCC's authorised representative shall be informed of any accident or injury occurring on the premises;
- h) all electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. The PCC disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply.

6 Supervision

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent him/her from exercising general supervision. The Child Protection Policy must be adhered to.

When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty.

All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall be familiar with the fire-fighting equipment available.

7 Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission of the PCC, whose consent must also be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

8 Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the Church premises shall ensure that the requirements of the relevant legislation are strictly observed.

9 Stage Plays

The PCC's authorised representation must be given at least four weeks' notice of a stage play production, so that the appropriate licence may be obtained from Hyndburn Borough Council, which itself requires three weeks' notice

10 Recorded Music Licence

It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from Phonographic Performance Ltd (PPL) and, if so, to obtain one.

11 Loss of Property

The PCC cannot accept responsibility for damage to, or the loss or theft of, Church users' property and effects.

12 Storage

The permission of the PCC must be obtained before goods or equipment are left or stored at the Church, except that the PCC's representative is authorised to grant permission for the overnight storage of goods and equipment brought into the Church.

In the event of any goods or equipment being left in the premises by the hirer after the end of the period of hire, due notice and opportunity will be given to the hirer to remove the items from the premises. Any unclaimed property may be disposed of by the PCC after one month.

13 Car Parking

Cars shall not be parked to cause an obstruction to the highway. Users of the building should avoid causing undue noise on arrival and departure.

14 Nuisance

a) Litter shall not be left in or about the Church premises.

b) Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, dogs shall not be permitted on the Church premises.

c) Hirers and organisers of events in the Church are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

15 Cleaning and Security

All use of the Church premises and facilities is subject to the users or hirers accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows, and using the security alarm when leaving the premises vacant. All users shall leave the premises and surrounds in a clean and tidy condition.

16 Smoking

Smoking is not permitted in any part of the Church

17 Keys

Keys shall be obtained from the Booking Secretary with a £20 deposit and returned at the end of the period of hire.