

PCC POLICY

USE OF THE COMMUNITY CENTRE & CHURCH

Reviewed – November 2021

Next Review Due – November 2022

1. It is our mission and desire to welcome the community into the Church and the Parish Centre facilities.
2. We welcome the opportunity to make the facilities available as a resource for groups whose aims and objectives we support and align with our Christian values.
3. This is consistent with the original permission granted by the Chancellor for the building of the Parish Centre.
4. Use of the church for concerts and other productions must be suitable for the church's purpose as a place for Christian worship.
5. The use of the church and other facilities is at the discretion of the incumbent, or Churchwardens in his absence.
6. We do not accept bookings from any groups or for any events that are specifically party political, nor for any groups that actively encourage law breaking and/or direct action.
7. Charges will be made dependent upon the facilities, equipment and length of time required.
8. A schedule of charges will be maintained that will differentiate between commercial and non-commercial. The administrator will select the appropriate charge dependant upon the type of hirer, the amount of time required, frequency and room size and equipment. In any doubt the decision of the incumbent or in his absence the Churchwardens will be final.
9. It is our aim to maintain the facilities to a high standard of cleanliness and maintenance.
10. Money received from hirers of the facilities will be sufficient to cover the day to day running costs and periodic improvements. Any surplus will be used to support the mission aims of the church.
11. Use of the technology in the facilities will be dependent upon suitably capable people being provided by the hirers for training as necessary and subject to the availability of the technical experts at the church. This may incur additional costs for the hirers.
12. If alcohol is to be consumed during an event the Church Administrator must be informed.
 1. If there is a charge for the event or the drinks are sold directly at the event, the law requires that a Temporary Event Notice (T.E.N.) is obtained from Guildford Borough Council.
 2. The Centre is limited to 15 licensed events per annum (rising to 21 in April 2022).
 3. If there is no charge for the event and the alcohol is given at no charge, e.g. a private party, a T.E.N. is not required.
 4. It is the responsibility of the event organiser to apply and pay for a T.E.N. if required.
13. Detailed terms and conditions including our safeguarding policies and health and safety policies will be maintained by the office and provided to all hirers of the facilities.
14. Hirers should provide their own liability insurance.

15. Hirers will be required to sign acceptance forms for our terms and conditions.
16. This policy will be reviewed annually