

Use of church premises

Rugby United Reformed Church

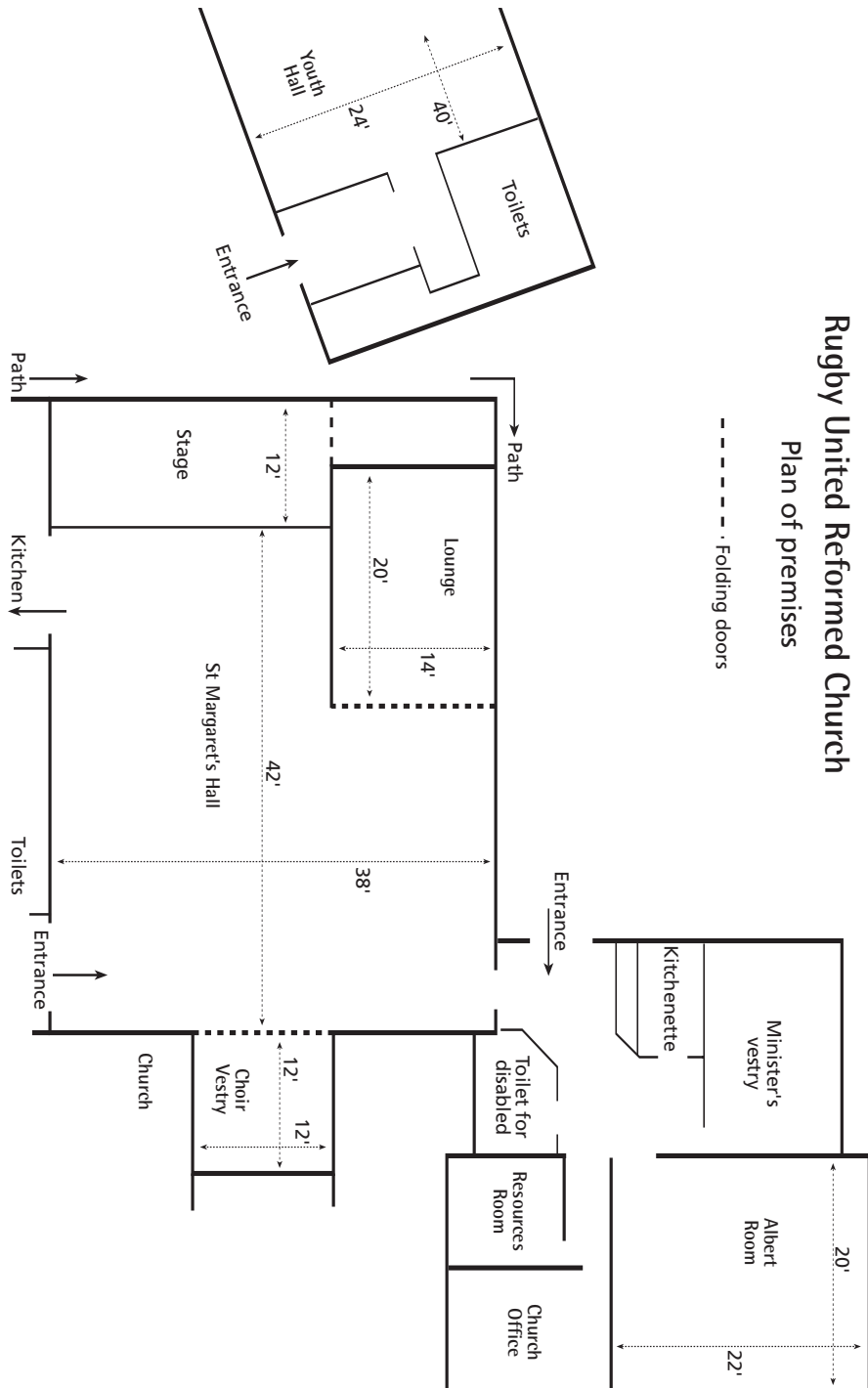
40 Hillmorton Road, Rugby, CV22 5AD
www.rugbyurc.org.uk

*In the name of Jesus Christ,
 Rugby United Reformed Church is committed
 to sharing the love of God in its fellowship,
 in the local community and in the wider world.*

Rugby United Reformed Church

Plan of premises

--- Folding doors



1. As part of our service to the local community, we offer the use of our premises to individuals and organizations for events that are in keeping with the general aims of a Christian Church, which are the advancement of the Christian religion, this will always take priority over secular activities. Religious services including weddings and funeral have priority in the main building as does youth activities in the Youth Hall.
2. The premises consist of a main hall and smaller rooms, the location and size of which are shown on the back page. The kitchen in the front building is set up and maintained to a high hygiene standard for food to be cooked and served on the premises and is subject to regular unannounced inspections. All persons using the kitchen are responsible for ensuring that the high standard of hygiene is maintained. The kitchenette in the rear building is suitable for making tea and washing up. There is also a separate Youth Hall used most evenings by the Church's uniformed organizations and on some mornings and afternoons by outside playgroups. All rooms have 13- ampere sockets.
3. There is a limited amount of car parking space for use by those using the premises but booking part of the premises does not guarantee space in the car park. Organizers should consider alternative arrangements for car parking if they expect a large number of cars. When there is a wedding or funeral, priority in the car park will be given to those attending.
4. Although the premises are regularly cleaned, there is no caretaker, so users have to borrow a key and arrange tables and chairs to suit their requirements. They are expected to leave the premises as they found them, in good order for the next user. All rubbish should be taken away. The key can be obtained from the address given below
5. Organisations that book the main hall may use the kitchen facilities to make hot drinks so long as they provide their own consumables. Organisations wishing to use the cooking facilities in the kitchen must advise the Hall Booking Officer when booking the hall. A small additional charge will apply to cover the cost of maintaining the kitchen facilities. The person making the booking is

responsible for ensuring that the food preparation and presentation is carried out under hygienic conditions. On completion the kitchen is to be left in a clean and hygienic condition with any left over food removed from the premises

6. Enquiries regarding the use of the premises should be made to the Hall Booking Officer, contact details below. Potential users should refer to the church website for further information and to download a copy of the booking application form and the users' Agreement, which new users are required to sign. These are available from our website at www.rugbyurc.org.uk
7. Organizations or individuals who have not previously used the premises should write stating their request and the purpose for which the booking is required. Subsequent bookings for the same purpose may be made by telephone and then confirmed in writing.
8. Bookings are accepted on the understanding that an appropriate donation is made to church funds. Suggested contributions are set out below. These should be increased by 30% for commercial organisations. Donations should be sent to Mr Bill Howard, 8 Frobisher Road, Rugby CV22 7HU, with cheques made payable to Rugby United Reformed Church. If a receipt is required please enclose a stamped addressed envelope.
9. ***Please note that smoking or gambling is not allowed anywhere on the premises, nor may alcohol be consumed. Since the church is in a residential area, all evening functions must finish by 10.30pm. No outside activities are permitted after 6.00pm***
10. The Church shall not be responsible for any loss, damage or injury incurred by any person or persons while on the premises during a booking.

Enquires should be addressed to: Mr Robert Payne, 26 Ambleside, Rugby, CV21 1JB or e-mail: hallbookings@rugbyurc.org.uk

	Morning	Afternoon	Evening	Morning & Afternoon	Afternoon & Evening	All Day
St Margaret's Hall	£45	£45	£50	£80	£90	£120
Lounge	£16	£16	£24	£28	£35	£48
All above	£60	£60	£70	£100	£125	£160
Kitchen for catering	£10	£10	£10	£15	£15	£20
Albert Room	£20	£20	£30	£35	£45	£60
Youth Hall	£20	£20	£30	£35	£45	£60
Church	£45	£45	£50	£70	£80	£120

NOTE: All the above should be increased by 30% for commercial organisations.