

AGREEMENT BETWEEN PREMISES USERS AND RUGBY UNITED REFORMED CHURCH

40 Hillmorton Road, Rugby CV22 5AD

Thank you for choosing to use Rugby United Reformed Church premises for your activity.

It is understood and agreed as follows:

1. The user shall take good care of the premises, the furniture and fittings, equipment and other property therein. Any damage caused must be reported to the church point of contact and, if caused by the user's negligence, the user shall make good the cost of the damage.

2. The users at the end of their session will vacate the building at the relevant time leaving it in a clean, tidy and secure state with all doors and windows securely locked, and lights switched off.

3. The user undertakes to observe the fire precautions pertaining to the premises and to ensure that no smoking, gambling or consumption of alcohol takes place on the premises.

If the user is working with children and young people under the age of 18, they agree to uphold the principles of the Home Office Document 'Safe from Harm'.

5. The user will pay due respect to equal opportunities for all.

6. While the church has public liability insurance it cannot accept responsibility for any activities of those using our premises for functions which are not organised by or on behalf of the church. Users should ensure that their own Public Liability Insurance covers any claim made against them in respect of any activity for which they are responsible, any equipment they bring on the premises or any damage caused to the premises.

7. Since the church is in a residential area there must be no entertainment, musical performance or anything of a similar nature outside the building after 6 pm.

8. All evening functions must finish by 10.30 pm.

9. For the use of church premises and facilities the user will pay the agreed contribution to church funds. Such payment should be made, unless otherwise agreed, at least three weeks in advance of the reservation.

10. Users should have regard to the stipulations included in the Rugby URC document Use of Church Premises. This may be seen on the church website www.rugbyurc.org.uk.

11. Users should acquaint themselves with the Fire Emergency Plan which is posted in the premises and, in particular, with the location of the Fire Alarm (a hand-operated bell in St. Margaret's Hall) and of the fire exits.

We trust that all [6] *these* requirements are self-explanatory. Please feel free to [clarify] *ask about* any points that you are unsure of.

Agreement entered into by:-

.....(signature)(print name)

on behalf of.....(organisation)

.....(signature)(print name)

on behalf of Rugby United Reformed Church

Dated:

Church point of contact:: Rob Payne, 26 Ambleside,
Brownsover Estate, Rugby, CV21 1JB Tel. 01788 537754
hallbookings@rugbyurc.org.uk

In the name of Jesus Rugby United Reformed Church is committed to proclaiming the gospel of Jesus Christ and sharing the love of God in their fellowships and in the wider world.

