

# SAIN<sup>+</sup> MARY'S REIGATE

## CHURCH CENTRE BOOKING REQUEST FORM

The Parish Office, Chart Lane, Reigate. RH2 7RN 01737 221100

Name of hiring organisation & Charity Number (if applicable): .....

Name of representative: .....

Contact Address: .....

Contact Telephone: ..... email.....

Date of Event: .....entry Time .....departure time ..... booking duration.....

Event start and finish times ..... A minimum booking time of 2hrs applies to all bookings

Is the booking a regular booking? If yes, please complete frequency of hire .....

And dates required (please list).....

PLEASE NOTE – Decorations etc. are not to be affixed to the plastered walls. This causes damage which may result in your deposit being used. Please also note drawing pins are not to be used in the Church Centre.

Rooms: (please circle)    Main Hall / Room 1/ Room 2/ Room 3/ Room 4/ Kitchen

Extras required - crockery

Delegate numbers (please confirm final numbers no less than 7 days before your event).....

Summary of event /booking: (Please check our terms and conditions and describe your event fully so that the church can decide whether to accept the booking):

.....

For one-off private bookings a deposit equivalent to 2 hours hire fee must be paid by cash or cheque before your booking is confirmed. The hire fee must be paid in full not less than 14 days before your booking. The hire fee can be paid by bank transfer to Natwest Bank Reigate, Account Name 'St Mary's Church Reigate Fees', Sort code 60-17-27, account number 89624513. Please state your name and the date of your booking when you make the transfer. Cheques are to be made payable to 'St Mary's Church Reigate Fees'.

PLEASE TURN OVER FOR TERMS & CONDITIONS OF HIRE

For office use:

Fee Breakdown

Checked in diary:  Date ..... Initials.....

Deposit received:  Date ..... Initials.....

Hire fee received:  Date ..... Initials.....

Insurance seen:  Date ..... Initials.....

H&S run-through:  Date ..... Initials..... Total.....

## **TERMS AND CONDITIONS**

1. A deposit cheque equivalent to 2 hours hire fee is payable upon the acceptance of a signed booking form, and will be refunded if the premises are left in a satisfactory state with no damage. If the premises are not left in a satisfactory state, cleaning costs will be deducted from the deposit at the rate of £20 per hour. The deposit will not be refunded if the hire fee is not paid prior to the commencement of the hire period, unless the church obtains a suitable replacement booking for the same period. The hirer shall ensure that the Guidance Notes for Church Users, as currently attached and displayed, are complied with.
2. The Church accepts no responsibility for any personal loss to people using the premises, or to their cars. Should an incident occur, an Accident Report Form must be completed and posted through the external letter box within 24 hours. Before a booking commences any regular hirer (greater than 3 hires per annum) using the building must produce evidence that they have Public Liability Insurance cover of at least £2m. In so far as it is permitted by law, the hirer agrees that (1) St Marys church shall not be liable to the hirer, its employees and guests or any third party for any losses, damage, personal or other injury to any of them or their belongings or otherwise; or for any equipment brought onto the premises including motor vehicles and (2) the hirer will indemnify and keep indemnified St Mary's church against losses, damages, costs, actions, proceedings, liabilities howsoever arising in connection with the use of the premises including in particular as a result of any breach or non-observance of these Terms & Conditions or the Guidance Notes for Church Users or other such rules and regulations made by St Mary's Church from time to time as may be notified to the hirer.
3. During the period of hire, the hirer is responsible for the supervision and security of the premises, protection of the fabric and contents from damage and the behaviour of all persons using the premises in connection with the hirer's activities. Hirers are responsible for any breakages and repair of damage.
4. The hirer is required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and that full liability insurance for this is carried. The hirer confirms they have seen St Mary's policies and guidelines for safeguarding children and adults who may be vulnerable and agrees to abide by them. Regular Hirers (more than 3 hires per annum) working with children or adults who may be vulnerable need to also sign and return the attached agreement to the Church's policies and guidelines for activities on Safeguarding Children and Vulnerable Adults.
5. The representative named overleaf must have familiarised themselves with the guidelines for the letting, including the siting of First Aid Boxes, Fire Doors, Fire Extinguishers, Fire Call points and Emergency Evacuation and Accident Procedure.
6. All electrical equipment should comply with the Electricity Appliances at Work Regulations 1989. The use of electrical equipment other than normal sound equipment and small kitchen appliances must be cleared with the Church Centre Co-ordinator.
7. NO SMOKING is permitted anywhere in the building. Smoking is permitted outside and butt bins are provided on the side of the building and on the terrace.
8. Alcohol may only be served with the prior permission of the Parochial Church Council of St Mary's Church who will usually agree to its limited use if well supervised. The Church is not licensed and no alcohol may be sold. No alcohol shall be served to any person under the age of 18. No person under the age of 25 shall serve alcohol.
9. Your event and music must end by 11.30pm and the premises be vacated by 12.30am.
10. The hirer is a licensee during the hire period which may be terminated in writing for any reason at any time by St Mary's Church and the hirer has no proprietary or other rights of occupancy or security of tenure in relation to the room(s) hired or any premises used by the hirer. The hirer does not have any exclusive possession of any part of the premises used. In addition to its rights to terminate this agreement as above, St Mary's Church reserves the right to offer alternative accommodation. If St Mary's Church terminates this agreement then provided the hirer is not in breach of these Terms & Conditions including documents referred to then the hirer shall be entitled to a refund of any deposit or hire fee paid in advance for the period of hire which has been cancelled.
11. St Mary's Church will not allow the hire the building for events which are deemed to be against our Christian ethos. If an event is booked and it is subsequently discovered that the theme or proposed activities or events are potentially contrary to that ethos or otherwise inappropriate for a church building, we reserve the right

to cancel the booking on immediate notice including verbal notice. This includes the right to terminate the hire during the event itself notwithstanding that this may cause inconvenience or loss to the hirer. In any of these circumstances described above no refund will be given or compensation paid to the hirer and the hirer will be deemed to have committed a fundamental breach of these Terms and Conditions. The hirer should check with the Parish Office in advance of confirming any booking if the hirer is concerned that the proposed event or use of the premises may not be suitable. The decision of whether or not an event or activity is appropriate rests ultimately with the Vicar of St Mary's Church whose decision shall be final.

- 12. The hirer is responsible for having/obtaining the required licence/s and/or copyrights for the activities they wish to carry out on the premises. Failure to have/obtain the required licence/s will result in the hirer being responsible for any breaches, penalties, or any other related consequences.
- 13. In the event that you need to cancel your booking, cancellation fees will be charged as below. The notice periods become effective upon receipt of written confirmation. Calculations are based on the total value of the confirmed booking.

Notice given before event date	Cancellation Fee
15-30 days	50%
2-14 days	80%
One day or less	100%

- 14. In the event of circumstances beyond the control of St Mary's Church which prevent St Mary's Church being able to provide the facilities set out in this agreement St Mary's Church will have no liability in respect of any losses or damage arising directly or indirectly from such circumstances except for the deposit or hire fee which shall be refunded.
- 15. The premises may only be used by the hirer on this form for the purpose and period indicated. No third party may rely on the rights granted by this agreement.
- 16. Invoicing and payment (group / regular bookings only) – a monthly or termly invoice will be raised prior to your bookings and forwarded to you for payment. Payment is to be made in full within 14 days from the date of the invoice. Interest on unpaid invoices will be charged at 5% above the base rate of HSBC Bank PLC. In the event of invoices being outstanding for longer than 90 days St Marys Church reserves the right to cancel all your outstanding bookings and all outstanding invoices will become immediately due and payable.
- 17. If the lift, fire or burglar alarms are set off during your use of the premises under this agreement St Mary's Church will investigate and if deemed your responsibility the charges incurred by St Mary's Church will be charged to you.
- 18. The car park is available to all users of the Church Centre and the Church and spaces are available on a first come first served basis. Spaces may not be reserved except in exceptional circumstances.

**I AGREE TO THE TERMS & CONDITIONS OF THIS BOOKING AT ST MARY'S CHURCH CENTRE.**

**Hirer Signed:** ..... **Date:** .....

**Position (if group or corporate hire)**.....

**Countersigned for and on behalf of St Mary's Church**

..... **Date:**.....

# Form for regular hirers of church premises

The Parochial Church Council of St Mary's Parish Church has a Policy and Procedures for Safeguarding Children and Adults who may be vulnerable, a sample copy is attached. Your booking agreement is conditional upon you complying with it.

You are required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached Guidelines for Activities with children and young people/adults who may be vulnerable
- you will provide the church with a copy of your organisation's Safeguarding Children/Safeguarding Adults who may be vulnerable policy, and review and update it annually
- you will recruit safely all current paid and voluntary workers who work in regulated activity with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Criminal Records Bureau, and keeping records of dates and disclosure numbers indefinitely
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/adults who may be vulnerable, and update it annually
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group
- no person under the age of 18 years will be left in charge of children of any age
- no child or group of children or young people should be left unattended at any time
- a register of children or adults who may be vulnerable attending the activity will be kept. This will include details of their name, address, date of birth and next of kin
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officers for St Mary's Church are Mrs Viv Hawes & Mr Leslie Jackson

E-mail: [viv.hawes@stmaryreigate.org](mailto:viv.hawes@stmaryreigate.org) / [leslie.jackson3@ntlworld.com](mailto:leslie.jackson3@ntlworld.com) Tel. No: 01737-277240 / 01737-242958

## Declaration

I have received and agree to abide by the Safeguarding Children and Adults who may be vulnerable Policy and Procedures of St Mary's Parish Church, and I will show evidence of this to Mrs Hawes or Mr Jackson if required. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed ..... Designation .....

Organisation ..... Date .....

*Please sign 2 copies - one to be retained by the church, and one by the organisation.*

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## **Policy for Safeguarding Children**

### **We are committed to promoting and supporting environments which:**

- are youth-friendly and child-friendly and nurture their positive development
- enable children and young people to be active contributors to the church community
- protect children and young people from actual or potential harm
- enable and encourage concerns to be raised and responded to openly and consistently.

### **We recognise that:**

- The welfare of the child or young person is paramount
- All children (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse
- Abuse of children can occur in all communities and is most likely to occur within families and by people known to the child
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **We will endeavour to safeguard children and young people by:**

#### **In all our activities -**

- Valuing, listening to and respecting children and young people
- fostering and encouraging best practice by setting standards for working with children and young people, in co-operation with statutory bodies, voluntary agencies and other faith communities

#### **In our recruitment of paid staff and volunteers, following Diocesan procedures in -**

- ensuring all necessary checks are made to promote the safe selection and recruitment of ordained and lay ministers, voluntary workers and paid workers with children and young people
- providing supervision, support and training

#### **In our publicity -**

- sharing information about good safeguarding practice with children, parents, and all those working with them

### **When concerns are raised, following Diocesan procedures in -**

- responding without delay to every concern raised that a child or young person may have been harmed, or be at risk from harm; or about the behaviour of an adult or child
- working with the diocese and appropriate statutory bodies during an investigation into child abuse, including when allegations are made against a member of the church community

### **In our care -**

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse
- ensuring that appropriate pastoral care is offered to any member of our church community against whom an allegation is made

### **In our supervision, following Diocesan procedures in -**

- ensuring, in partnership with the diocese and other agencies, that care and supervision is provided for any member of our church community known to have offended against a child or young person, or to pose a risk to them.

We are committed to reviewing our policy and procedures annually.

## **Activities with children and young people**

- These recommendations apply to all churches' activities with children or young people – for instance, Sunday School, crèches, holiday clubs, youth clubs
- They apply as much to Sunday morning 'in house' activities as to activities which you run in and for the local community
- They are designed to protect the children in your care, as well as your leaders.

### **Leadership**

- Always have at least two leaders, no matter how small the group. Small groups with single leaders may meet in adjoining rooms with an open door between. If a child or young person is being interviewed alone, have another adult nearby
  - Try to ensure the leaders' genders reflect the group, i.e. endeavour to have at least one male leader if there are boys present, and at least one female leader if there are girls present
  - At least two leaders (preferably unrelated) need to be present from before the first child arrives until after the last child leaves
  - No person under the age of 18 years should be left in charge of a group of children of any age
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- Young people aged 16 and 17 years may help with groups but should be supervised by an adult leader, who is responsible for ensuring that good practice and the safeguarding children procedures are followed
  - Recruit all regular leaders of activities with children according to the 'Selecting, recruiting and supporting staff' procedures - including taking up references and obtaining a Criminal Records Bureau enhanced disclosure
  - Parents or carers who are not regular leaders in the church can assist with occasional activities such as holiday workshops, but should always work in

the company of two nominated and known leaders, and be responsible to an appointed leader

- Ensure all leaders are aware of the health and safety issues relating to the activity, including procedures for fire and first aid
- Give regular leaders a copy of the relevant sections of the safeguarding children policy and procedures, and offer them support and training in their role.

### **Staffing levels**

These are the minimum required staffing levels for children's groups. More staff may be required if children are being taken out or undertaking physical activities.

### **For every age group, always a minimum of two leaders.**

0-2 years 1 person for every 3 children

2-3 years 1 person for every 4 children

3-8 years 1 person for every 8 children

Over 8 years 1 person for the first 8 children and then 1 extra person for every extra 12 children.

### **Administration for activities**

- The Safeguarding Officer should make and update annually a list of all paid staff and voluntary workers in the church who have regular, direct contact with children, and ensure that full recruitment procedures have been followed for each of them
- Leaders should register every child or young person attending each specific activity with a form which includes their name, address, date of birth, contact number for their parent and carer and consent to the activity. Store the forms together in a confidential place, and always have them available for leaders of the activity throughout each session
- Leaders should keep an attendance register for each activity of every child and leader in attendance at each session
- There should always be a phone throughout each activity for emergencies; this may be a mobile phone
- All confidential records about leaders, and confidential records relating to allegations of abuse against members of the congregation, and specific concerns about children or young people, should be stored in a locked filing cabinet, with access limited to the Safeguarding Officer and the Incumbent
- Record all accidents in the Accident Book, which should always be accessible on the premises.

### **Running of activities**

- Ensure children and young people are in sight of an adult leader at all times
- Check areas of the building out of sight, e.g. toilets, regularly during sessions
- Accompany young children to the toilet. Children and young people should have access to toilets without having to be in contact with other users of the premises
- As a general principle, parents or carers of children under 11 are responsible for taking and collecting their children to an activity for which they have registered
- Parents or carers must be clearly informed of the place and time of meeting; and, if the meeting is off-site, when children will return
- For children over 11, it is the parents' or carers' responsibility to make arrangements with their child for collection or travelling home independently
- If a leader has concerns about the collection arrangements for a child over 11, they should address these directly with the parents or carers
- In the event of a child not collected as arranged, the parent or carer should be

contacted by phone and asked to collect the child. If contact with the parent is not possible, two leaders should wait with the child until contact with parent or carer has been established. Only in exceptional circumstances should the child be escorted home. If a child appears to have been abandoned, statutory services must be contacted

- Be clear about what behaviour is acceptable – and what is not – from children and young people.

#### **Programme of activities**

- Ensure the activities are appropriate and safe for the age range
- Enable children to be consulted in the programme planning if possible
- Consider setting ground rules agreed by the group for participating in activities
- Films shown in a group activity must not be rated higher than the age of the youngest child in the group (e.g. 12 or 12A only to children of 12 or over).

#### **Taking children off the premises**

- If children are to be taken off church premises for any reason, obtain written permission from parents or guardians. This permission may be granted for a given period of time, e.g. a term
- A named person at 'home base' for each activity should hold the registration details for all children, young people and leaders who are away from church premises, and be available by phone throughout the period of absence in case of emergencies. This person should have the itinerary and be aware of the plans, including estimated time of arrival at the destination, and estimated time of return
- Leaders of the group should carry with them the registration and consent forms for all children in the group
- Leaders should each carry mobile phones, and have readily accessible on their phone the contact details of other leaders of the group, and the named person at 'home base'
- A first aid kit should be carried
- Parents should be informed if their children are to be transported by car or in another vehicle. Persons transporting children by car should be given a copy of section 4, Transport – minibuses, coaches and cars, and ensure they are complying with the requirements
- If youth leaders arrange to meet young people in coffee shops etc., a record should be kept of when the event occurred and in what circumstances
- For residential trips, see section 4, Holidays and residential trips.

#### **Publicity of activities**

- Keep parents, children and young people fully informed in writing of the programme of activities, including the venue, times and contact details for leaders, and make them aware of the ground rules for belonging
- Advertise the parish Safeguarding Children Policy and Procedures in summary on the church premises, and have it available for parents or carers on request
- Publicise the name and contact details of the Parish Safeguarding Officer (this can be through a central contact point), with a clear process for how concerns should be raised.

#### **Unaccompanied children**

Children may begin attending church services or church activities without their parents' or carers' knowledge. The following procedure is recommended:

- Welcome the child(ren) and try to establish whether their parents are aware of where they are
- Try to discover when they are due home and encourage them to keep to that



arrangement

- Depending on the age and competence of the child, ring the parents or ask the young person to ring to gain the parents' consent to the child remaining
- Complete a registration form as far as possible
- Make sure an adult recruited for work with children takes care of the child – this is particularly important during public worship where unknown adults may attend and attempt to befriend the child
- Give the child written information about the church service or activity to take home, including contact details
- If the child comes regularly, endeavour to establish contact with the parents or carers
- Never take the child on outings or transport them without their parents' or carers' permission.

### **Use of home venues**

Generally speaking, it is advisable for activities for children and young people to take place on church premises. In the event of leaders using their own homes for church activities, any activity which includes children under 18 years when their parents are not present is subject to the parish's Safeguarding Children Policy and Procedures.

- Rooms should be checked for physical hazards, and be hygienic
- Bedrooms should not be used in any circumstances
- Two adults (preferably unrelated) should be present from before the first child arrives until after the last one leaves.