

Lettings Policy



1. Introduction

- 1.1 The following document sets out the Lettings Policy in relation to the letting of the Church premises of The Parish Church of St Matthew's, Surbiton. The premises include the Church building, the Sitzler Room and all rooms which form part of those premises ("the premises"). This Policy document takes into account consideration of The Equality Act 2010.
- 1.2 A Premises Hiring Agreement must be completed and signed in respect of every booking of the premises. The Hirer must be a responsible adult over the age of 25.

2. Primary Intent

- 2.1 St Matthew's is an important historical building with a valued history and heritage. The Parochial Church Council ("PCC") and its Officers have the responsibility for maintaining it for use and enjoyment by future generations.
- 2.2 The premises are primarily to be used for the hosting and promoting of Church activities.
- 2.3 A secondary function of the premises is to act as a resource to the wider Church, other Christian organisations and the community of Surbiton and the local area, through Church activities, Church sponsored activities and suitable community activities which help to meet the needs of the local community.

3. Principles of Letting

- 3.1 Our attitude towards an application for the use of our premises will be a positive one. We will seek to encourage appropriate organisations to use the premises for meetings and activities, where such meetings are complementary to the Church's regular activities. St Matthew's may request references from a new user before agreeing a booking.
- 3.2 We will not accept bookings for activities which are in conflict with the Christian gospel and which may prevent our regular activities from functioning in full. The Church reserves the right to refuse requests for hire by groups or for activities which, in the opinion of the Church, are either contrary to the purposes and beliefs of the Church of England, or where the Church considers that such use or activities may cause offence, on grounds of their religion or belief, to a significant number of Christians. No acts of worship, other than Christian worship, are permitted on the premises.
- 3.3 We will not normally hire out the premises for any parties which will involve large groups of teenagers or young adults between the ages of 14 – 21.
- 3.4 Out of respect to other users and our neighbours surrounding the premises, we expect all users to conduct themselves in a reasonable and courteous manner whilst on the premises, and when

leaving the premises. Lettings will not be taken for events likely to create **noise or other nuisance** to neighbours.

4. Charges

4.1 Standard charges will be set annually by the PCC but charges may be waived or reduced in exceptional circumstances and at the discretion of the Incumbent and the Churchwardens or the PCC.

4.2 A refundable security deposit will be taken by the Church.

5. Access and Security

5.1 St Matthew's does not employ a full-time caretaker; therefore the Hirer is responsible for all setting up and putting away of any equipment used and ensuring the venue is left clean, tidy and secure.

5.2 Any letting of the premises should require a responsible person to be present at the beginning and end of the letting period on each occasion that a letting is to take place to check that the facilities are in order.

6. Health and Safety, Insurance and Safeguarding

6.1 Whilst St Matthew's will take steps to ensure the premises are safe to use, it will be the responsibility of the Hirer to ensure compliance with all Health and Safety regulations and to have adequate insurance cover for its use of the premises.

6.2 The PCC accepts no liability for accidents, injuries, damage and/or loss of personal property as a consequence of the hire of the premises.

6.3 The Church has a responsibility for the welfare of all children and vulnerable adults whilst on the premises and must seek to ensure that all duties in regard to safeguarding are appropriately carried out.

7. General

7.1 A strict **No Smoking Policy** applies to all areas including the gardens.

7.2 Alcohol cannot be sold in the premises.

7.3 No animals except guide dogs are permitted inside the building.

Approved by the PCC at a meeting dated2017

and signed by the Chair