



TRINITY CHURCH – ABINGDON

(Methodist/United Reformed
& Member of the Church in Abingdon)



Office Manager: Eluned Hallas
Conduit Centre, Conduit Road
Drive
Abingdon
OX14 1DB
Tel: 01235 520282
trinity.abingdon@gmail.com

Minister: Revd Ian Griffiths
28 St Amand

Abingdon
OX14 5RG
Tel: 01235 200924
rev.ian.griffiths@gmail.com

Community Letting Policy

Trinity Church is committed to making our buildings – the Church and Conduit Centre – available for community activities, to as wide a range of individuals and groups in the Abingdon area as possible, offering a welcome and providing a flexible, pleasant, modern and safe environment.

The Church is used for worship on Sundays, and for Occasional Services such as Weddings & Funerals. At other times it may be available for hire, for appropriate activities, both during the day and in the evening.

The Conduit Centre is available for hire at all times, and is heavily used. A major refurbishment of the Reception Area to the Conduit Centre, was completed in 2020.

An overview of facilities and conditions of hire is given below. For more information contact the Administrator at trinity.abingdon@gmail.com or 01235 520282.

Trinity Church has

- flexible seating for up to 300 people
- ramped access
- suite of toilets including baby change disabled provision
- a good sound system (including loop)
- projection facilities
- piano & organ (by arrangement)
- modern small kitchenette for tea / coffee

Please note **NO Alcohol** may be served in Church.

The **Welcome Area** may be used for smaller meetings

The Conduit Centre

The main hall can accommodate up to 150 people seated, and has

- level access
- a fixed screen and sound system (also a smaller portable screen)
- a large well equipped kitchen
- two pianos
- toilets including baby change and equal access facilities
- a good range of tables of various sizes

Alcohol may be served (but not sold) in the Conduit Centre.

Smaller rooms, are also available, and suitable for small groups – please enquire.

Related Policies:

Safeguarding

Lone Working

H&S officer Role Description

Building Risk Assessment (Church, Conduit Centre)

This Policy was adopted by Trustees on 16 June 2021

And should be reviewed in June 2023

Conditions for Use

1. **Use of venue or payment of hire fee will be taken as acceptance of, and compliance with, these booking conditions.**
2. **Location.** The site's address is Trinity Church, Conduit Road, Abingdon OX14 1DB.
There is a landline for calling the Emergency Services only, in the Main Hall of the Conduit Centre.
There is a phone in the South Vestry of the Church for emergency use.
3. **Age:** The hirer must be over 18 years old.
No minors may be left unsupervised in the premises.
No unaccompanied minors may use the kitchen.
The hirer or another authorised person of any group / organisation for whom he / she is acting shall be present throughout the hire period to be responsible for the safe and efficient supervision of the premises.
4. **Access.** Access to the building will be arranged before the event.
Delivery of equipment etc prior to an event may be possible.
The building must be left secure at the end of the hire.
5. If **loan keys** are issued the hirer is responsible for their safety and safe return as requested. These are to be held by the hirer (by a nominated person or deputy if the hirer is an organisation). Any loss must be reported immediately to the Church. The hirer must not have additional keys cut.
6. **Extent of Booking:** Only those parts of the building which have been booked must be used, as unauthorised use may invalidate insurance cover as well as leading to embarrassment from other users who have legitimately booked other parts.
7. **Times of Hire:** Unless other arrangements are made, the latest finishing times for hiring will be 23.00 hours; and the earliest start normally 08.00.
Users are requested to recognise that Trinity Church sits in a residential neighbourhood, and so keep noise levels down (during the hiring and as guests leave).
8. **Conclusion of Event.** Hirers must leave the premises clean and tidy and in the same state as found.
All lights and appliances should be switched off after use. Cleaning equipment will be made available for spillages. It is not possible for the rooms to be inspected between every user, so we rely on your cooperation.
9. **All entrances / fire exits** must be kept clear during the hire period.
Hirers should be aware of all marked fire exit doors and extinguisher equipment and in all cases of doubt should liaise with the Administrator/Lettings Coordinator.
It is the hirer's responsibility to inform their stewards and guests about the escape routes and what to do in the event an emergency.
10. **Car Parking.** The church has a small car park on site; there is some short term on-street parking near by, and parking permits may also be made available. The hirer is responsible for parking arrangements.
11. **Smoking.** The entire premises (including car park) are a no smoking area and the hirer should make every effort to ensure that all persons attending the hirer's events comply with this restriction.
12. **Use of Kitchen Facilities.** Those hiring any part of the premises are entitled to shared use of the kitchen facilities but must adhere to the Food Safety regulations and follow the Food Hygiene rules displayed in the kitchen area.
If food is to be sold, the hirer must present a valid Food Hygiene Certificate before the letting.
13. **Alcohol may not** be consumed in the Church
Alcohol may be served in the Conduit Centre as part of an event, but not sold.

- 14. Safeguarding.** The Church implements a Safeguarding Policy for activities involving children and vulnerable adults, and a copy is displayed in both venues.
This policy does not extend to activities organized by the hirer, **who must confirm that they have their own Safeguarding procedures / risk assessment.**
- 15. Health and Safety.** Health and Safety Regulations must be observed at all times. A copy of the building's Risk Assessment / Safety Policy will be made available to hirers who shall be responsible for the security and safety of the premises during the letting and shall liaise with the Administrator/Lettings Coordinator in this matter where appropriate.
The hirer is responsible for carrying out a risk assessment for specific activities / risks.
- 16.** The hirer must ensure that any **electrical appliances** brought onto the premises are safe, in good working order and used in a safe manner.
- 17. Accidents and Emergencies.** Hirers are responsible for their own First Aid arrangements. First Aid kits are available in both venues.
All accidents / incidents and use of the First Aid Box should be recorded in the Accident Book, which is located with the First Aid box.
Hirers are also encouraged to report any 'near misses'.
- 18. Liquids and Materials.** No dangerous liquids, noxious substances or inflammable materials of any sort may be brought into the premises. BBQs may be permitted on the grass / car park, but should be agreed in advance.
- 19. Damage / Health & Safety Concerns.** Any damage to Church property or any H&S concerns should be reported to the Administrator/Lettings Coordinator as soon as practicable.
The hirer will be required to pay for any breakages, losses or damage to property arising out of the letting.
- 20.** No bolts, nails, screws, pins, spikes or other objects may be driven into the fabric or furnishings of the premises. Sticky labels, blu-tack and Sellotape should not be put on chairs, walls or paintwork.
No ball games are allowed inside (except with sponge balls by prior arrangement).
- 21. Risk:** The Hirer acknowledges that all persons using the premises or bringing belongings onto the premises do so entirely at their own risk.
- 22. Public Liability Insurance.** Occasional hirers of the premises (fewer than three sessions per year) will be covered by the Church's PLI.
Regular hirers of Trinity Church premises agree to indemnify the Church Trustees in the event of loss or damage to Trinity Church premises or contents, bodily injury or damage to property arising out of the hirer's use of the premises. The hirer should provide public liability cover of at least £5,000,000 during the period of the hiring of the premises, and provide proof of same to the Administrator/Lettings Coordinator.
The Church's insurance will not cover any accidental damage to, or caused by, equipment brought onto the premises by the hirer. The church is insured against claims arising out of its own negligence.
- 23.** Trinity Church is **not responsible** for any loss due to any breakdown of machinery, failure of supply of electricity, gas or water, leakage of water, fire, government restriction or force majeure, which may cause the premises to be temporarily closed or the hire to be interrupted or cancelled.
- 24. Musical Instruments.** The organ and pianos may be used subject to application, and prior approval.
Users are responsible for the cost of any additional tuning.
- 25. Performing Rights.** The church's licences do not extend to hirers. A licence that complies with current regulations must be obtained by the hirer if necessary.
- 26. Pets and animals** (except assistance animals) are not permitted in the premises except to the extent agreed in advance and in writing.

27. **Litter.** Small amounts of litter may be disposed of in the appropriate bins provided (separating food waste from recycling and general waste).
Hirers generating substantial amounts of waste are asked to remove it from the site.
Nappies must be removed.
28. **Fair Trade and Recycling.** The church encourages hirers to use Fair Trade products and containers are provided for recyclable materials.
29. **Lost Property:** Items of lost property handed in will be retained in the Conduit Centre office for four weeks and then disposed of.
30. **Advertising.** It is expected that individuals and groups using the premises will undertake their own publicity as appropriate.
31. **Raffles:** Small raffles are allowed provided that the value of the prizes does not exceed £50, and that there are NO cash prizes. No other forms of gambling are permitted.
32. **Heating:** The caretaker pre-sets the heating with regard to the booked use of the building. On no account should the thermostats controlling the temperature be altered as this could seriously inconvenience a subsequent user.
33. **Payment:** should be made on receipt of an invoice, preferably by BACS, but cheque / cash payment is also possible.