

# NANSEN ROAD BAPTIST CHURCH - USER AGREEMENT



Name of User (Individual or Group Hiring the Premises)

.....

Purpose of Use .....

(Maximum number of 100 people inside the building - less at present due to social distancing)

Period of Use      Date ..... Hours - From ..... To .....

(Times to include any setting up, cleaning and clearing up required)

**Booking includes the use of the following areas at a cost of £15 per hour:**

Main Hall, Kitchen, Toilets, Car Park and Grassed Area (adjacent to car park).

**User Contact details:**

Name .....

Address .....

.....

Telephone Number .....

Email .....

## **PLEASE COMPLETE AND SIGN THE DECLARATION**

*The individual, or representative of the organisation, detailed below have read and accept the definitions, terms and conditions of use as set out in the document attached (Nansen Road Baptist Church - Premises Terms and conditions of Use).*

SIGNED by or on behalf of the User ..... Date .....

Print Name ..... Group (if applicable) .....

SIGNED on behalf of Nansen Road Baptist Church

..... Date .....

Print Name..... Job Title .....

## **BOOKINGS INVOLVING CHILDREN, YOUNG PEOPLE UNDER 18 AND VULNERABLE ADULTS**

### **CHILD PROTECTION STATEMENT**

The User accepts full responsibility for ensuring that an appropriate Child Protection Procedure is in place and is observed by all persons on the premises involved with children and young persons under the age of 18 during the course of the event for which the premises are being used. The User confirms that the necessary DBS checks have been completed for staff and volunteers and that they have received the appropriate level of safeguarding training.

SIGNED by or on behalf of the user ..... Date .....

Print Name ..... Group (if applicable) .....

**Please provide copies of the following**

Liability Insurance

Safeguarding Policy/Procedure

First Aid Certificate

**Documents seen by**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please Return This Form To:**  
*(Do not return the Terms and Conditions)*

Sue Roberts  
Nansen Road Baptist Church  
Nansen Road  
Ipswich  
IP3 9HN

## **Nansen Road Baptist Church - Premises Terms and conditions of Use**

1. **BOOKINGS:** All bookings must be on the form provided by the Booking Manager, other than regular days of use agreed and approved by the church. The person signing this form will be considered the User. Where an organisation is named in the application the organisation will also be considered the User and shall be jointly and severally liable with the person who signs this form.
2. **KEYS:** Keys are generally provided for regular Users. In other cases, arrangement for the keys to be collected or for the premises to be opened, will be made in advance of the booking date. Where keys are collected, they must be returned immediately after the event/use.
3. **INVOICE:** An invoice will be provided by the Booking Manager, for payment to be made in advance of the booking.
4. **EXTRA CHARGE:** An additional charge may be incurred, following the use, if there is damage to the premises, damage or removal of contents, unauthorised use of consumables or if further cleaning has to be undertaken.
5. **SUPERVISION AND RESPONSIBILITY:** The User will, during the period of using, be responsible for supervision of the premises, fabric and contents, their care and safety from damage. The User will be responsible for the behaviour of all persons using the premises, whatever their capacity, including use of the car park.
6. **COMPLETION OF USE:** The User shall be responsible for leaving the premises and grounds in a clean and tidy condition, properly locked and secured (if keys are provided), and returning any moved contents to their original position, unless directed otherwise by authorised representatives of Nansen Road Baptist Church. Should this not be complied with, Nansen Road Baptist Church reserves the right to make an appropriate charge.
7. **CHILDREN AND VULNERABLE ADULTS:** If the using of premises involves the attendance of children, young persons under the age of 18 or vulnerable adults, the User confirms that there will be in place an appropriate Safeguarding Policy and Procedure. The User agrees to ensure that all staff/volunteers present on the premises are aware of this and abide by it. The User confirms that the appropriate Disclosure and Barring Service checks and training will be carried out for staff and volunteers.
8. **EXCLUSIONS:** The User shall not use the premises for any purposes other than that described in the User Agreement and shall not sub-hire or sub-use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way. The User shall not bring anything, or allow anything to be brought, on to the premises, which may endanger the premises or any insurance policies connected with the premises.
9. **ALCOHOL:** These are not licensed premises and no alcohol can be used or sold on the premises.
10. **SMOKING/DRUGS:** The consumption of alcohol, smoking, vaping or use of drugs is strictly prohibited within the Church premises.
11. **MUSIC:** The User undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any User who intends to play music or have a live band agrees to inform Nansen Road Baptist Church in writing at the time of booking. The User undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed. The User agrees in any event to terminate all loud noise on the premises at 10.00pm.
12. **SAFETY:** The User shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights. The User should give consideration to their own procedures in the event of a fire or other emergency and give guidance to those in attendance.
13. **PURPOSE OF USE:** The User shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the application form.

14. **EMERGENCIES:** In anticipation of an emergency, it is the User's responsibility to ensure that he knows the location of first aid kits, fire extinguishers, stop cock, the nearest hospital and the like. Where necessary, it is the use's responsibility to ensure that appropriate first aid trained staff are in attendance.
15. **DAMAGE:** The User shall indemnify Nansen Road Baptist Church for the cost of repair of any damage done to any part of the property, including the surroundings or the contents of the building, which may occur during the period of the use, because of the use.
16. **ELECTRICITY AND GAS:** The User shall not interfere in any way with electricity or gas fittings, meter fittings or fixtures on the premises. It is the responsibility of the User to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment. All portable electrical equipment brought onto the Church premises must be safe to use and properly maintained. The user will be responsible for the safe operation of the equipment.
17. **INSURANCE:** The User acknowledges that Nansen Road Baptist Church insurance cover does not cover the loss of any items left unattended. It is the responsibility of the User to ensure that they have the necessary liability insurance for their activity and will be asked to provide a copy on booking.
18. **CANCELLATION:** Nansen Road Baptist Church reserves the right to cancel the booking, in the event of the premises being required for use as a polling station, for a parliamentary, local government or bye election in which case the User shall be entitled to a refund of any amount already paid. Even if the User has a regular booking for the use of the premises, Nansen Road Baptist Church reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
19. **LIABILITY:** In the event of the premises or any part thereof, being rendered unfit for the use for which it has been booked, Nansen Road Baptist Church shall not be liable to the User for any resulting loss or damage whatsoever.
20. **ACCESS:** The User shall always allow any duly authorised officer of Nansen Road Baptist Church access to the premises or any part thereof during the use.

### **Additional Guidelines**

**BINS** - Please make sure all bins are emptied into the appropriate wheelie bins (located between the church and church hall buildings) before leaving the premises. Bins are provided for rubbish and recycling in the kitchen. Additional small bins are provided around the building.

**CONSUMABLES** - Please provide your own Tea, Coffee, Milk, etc. The consumables in the kitchen cupboards and fridge are not for general use.

**SMALL HALL** – Please do not use the small hall and the items stored there as they are not included in the booking.

**HEATING** - A thermostat is located in the main hall and can be adjusted as necessary. Please make sure that this is returned to zero (clockwise) before leaving the premises.

**CLEANING** – Please make sure that you leave the premises clean and tidy and that furniture is returned to its original positions. The vacuum cleaner is located in the store room off the hall. Some cleaning materials are stored in the kitchen. Other mops, brooms, etc. are in the store room located at the back of the church building (a key can be provided). A carpet first aid kit is provided for any spillages, which we would ask you to deal with promptly to avoid staining.

**LIGHTING** – Please make sure all lights and other electrical appliances are turned off before leaving the premises.

**LOCKING UP** – Please ensure that all windows and doors that have been unlocked or opened are shut/locked when leaving the premises. Also, ensure that both gates are padlocked (If keys provided).