

**The Parish of Chelmsford St Andrew**  
**Church Hall and Church Building**  
**Booking Policy**



## **1. Introduction**

This document outlines the Policy of the Parish of Chelmsford St Andrew with regard to the letting of its Church premises. It sets out in detail the facilities available; how to book them; and the responsibilities that any potential user must accept.

## **2. Policy**

### **2.1 General**

The Parochial Church Council of Chelmsford St Andrew (hereafter called the PCC) sees the use of its church hall, church building and its facilities as a crucial part of its Mission to reach out to the local community. The PCC seeks to develop its buildings in ways that promote and project the needs of church and community.

Whilst wishing to be open and welcoming, the PCC represents Christian faith and a church who seek to support the advancement of the Christian faith. Therefore, the PCC states that any religious activity or ceremony that takes place in the hall must not be in conflict with the Christian Faith.

In considering any bookings the PCC must ensure that its buildings will be respected by the Hirer and will not be misused in any way. Any decision will have due regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking. The PCC reserves the right to accept or reject any booking. It may at its discretion require a suitable organisation or character reference to be provided before any booking is accepted.

### **2.2 Church Building Booking**

St Andrew's Church Building is only available to book at the discretion of the Priest-in-Charge in consultation with the Churchwardens and PCC. If initial agreement is made between the Priest-in-Charge and Churchwardens a proposal will be put to the PCC for a final decision. If a decision needs to be made before the next PCC meeting, the Standing Committee will take responsibility of the final decision.

### **2.3 Church Hall Facilities and Booking**

St Andrew's Church Hall have the following rooms available to hire:

- Committee Room
- Main Hall with the use of the kitchens and toilets included in the hire.

The Church Hall is available to be booked as a regular hire or a single hire, following the guidelines below:

#### **a) Hours of hire**

The hall is available 7 days a week, but events must not begin before 08:00 am and the hall must be vacated by 11:00 pm.

**b) General**

We do not have a caretaker, and the hall is managed by volunteers; this limits our ability to host large social events.

**c) Regular Hire**

1. Regular Hire will mean a booking of at least 3 sessions in any 3 month period being booked at the same time.
2. Local and national organisations that have full liability cover and whose objectives are not contrary to the aims, purposes or teaching of the Church of England.
3. The Church of England and the Diocese of Chelmsford. Only Anglican worship is permitted on the premises.
4. Local churches of a non-Anglican tradition that have a relationship with St Andrew's and require temporary use of the facilities. (Note 1).
5. Hirers that have the approval of the PCC or Standing Committee. (Note 2).

**d) Single Hire**

1. St Andrew's Church members.
2. Local residents who have an association with St Andrew's Church. (Note 3)
3. Activities related to St Andrew's church worship e.g., baptisms, weddings, and funerals.
4. Deanery, diocesan and Church of England events.
5. Local and national organisations that meet the guidelines for regular hirers.
6. Parties for children aged 3 – 11 years, who attend local schools.
  - a. These parties must be held between 12:00 noon and 18:00 on Saturday afternoons, or between 15.00 and 18.00 Sunday afternoons or during school holidays.
  - b. They should be no longer than 3 hours in duration.
7. Baby showers.
  - a. These should be held between 12:00 noon and 18:00 on Saturday afternoon or between 15.00-18.00 on Sunday afternoons.
  - b. They should be no longer than 3 hours in duration.
8. Local churches of a non-Anglican tradition that have a relationship with St Andrew's and require temporary use of the facilities.
9. Events that have the approval of the PCC or Standing Committee. (Note 2).

**e) Further Guidelines**

The following activities are generally disallowed unless the hirer is a church member or has association with the church.

1. Children' Parties for 2year olds and under
2. Teenage and adult parties.
3. Bookings on the 1<sup>st</sup> Sunday of the month
4. Parties that involve cooking, food preparation or alcohol.
5. Parties more than four hours in duration.

**f) Notes**

1. Only Anglican worship is permitted but we allow local denominations, e.g., Catholics, U.R.C. etc, to hire the hall on a temporary basis, typically when repairs are being undertaken on their own premises.
2. This allows the Hall Booking Administrator (hereafter called the HBA) and PCC some discretion. Examples are quizzes organised by school pupils to raise money for World Challenge and charitable causes; also, Chelmsford residents wishing to run craft events during the school holidays.
3. Examples are Little Fishes, Messy Church, Evergreen, and Open-Door attendees.

## **2.4 Hall Booking Manager (HMA)**

The HMA is appointed by the PCC to act on their behalf with regards to the day to day running of the church hall bookings, including the acceptance of bookings and invoicing. The HMA will be supported by a team of assistants. In the event of any dispute the final decision rests with the PCC.

## **2.5 Church Grounds**

The church grounds are not available for hire and can only be used in conjunction with church activities and outreach.

## **2.6 Terms and Conditions of Hire**

The PCC has a set of Terms and Conditions of Hire that are applicable to all Church Hall and Church Building bookings. These form an integral part of the Confirmation of Booking form and are regularly reviewed. The Confirmation of Booking form and Terms and Conditions of Hire are attached as Appendix A to this policy.

## **2.7 Financial**

The PCC considers the hiring of the church hall to be a good source of income, however, long term hirers will be charged a discounted rate and other groups, such as Brownies, Beavers, Cubs and Scouts, will be charged a special concessionary rate. These rates will be reviewed annually and approved by the PCC.

# **3 Procedures**

## **3.1 Church Building and Church Hall Management**

The PCC retains overall responsibility for ALL the Church's buildings at all times. The day to day running of the Church Building is managed by the Priest-in-Charge and Churchwardens.

The booking and maintenance of the Church Building and Church Hall is delegated to the Hall Bookings Manager (HMA) and a Church Maintenance Manager (CMM).

### ***Hall Bookings Administrator (HMA)***

Co-ordinates all aspects of bookings, including running the diary of hall bookings and ensuring the smooth daily operation of the booking schedule. The HMA is the primary point of contact for all Hall users.

### ***Church Maintenance Manager (CMM)***

The CMM has overall responsibility for the co-ordination of the maintenance of the Church Building and Church Hall fabric, fixtures, and fittings. Any proposed maintenance works must be sent to the Finance Committee and PCC for authorisation prior to any work being carried out. If emergency maintenance is needed, the Standing Committee will take responsibility of the final decision.

## **3.2 Church Hall Booking Procedure**

- 1 Enquiry by telephone or e-mail forwarded to HMA.

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- 2 HMA checks availability in conjunction with the church calendar and assesses suitability of event and hirer in accordance with the guidance found within the Church Hall and Church Building Booking Policy.
- 3 HMA or assistant meets with potential hirer and shows them around the church hall / church building.
- 4 If the hirer agrees to continue with the booking the HMA will forward a booking form and current Terms and Conditions by email. The requested date and time will be held for 7 days after which time the slot may become available to others to book
- 5 The Hirer completes the booking form and returns to the HMA. The receipt of the signed booking form shall constitute acceptance of these Terms and Conditions. At this point the booking will be considered provisional.
- 6 On receipt of the completed booking form the HMA will issue an invoice. The preferred method of settlement is via BACS. The PCC's bank details will be shown on the invoice, and the invoice number should be used as a reference.
- 7 All bookings made more than 3 months in advance are subject to cancellation/alteration should the PCC require the Hall for its own use. The PCC will endeavour to give the Hirer at least 2month's notice of cancellation/alteration. In which case a full refund will be made.
- 8 For booking more than 3 months in advance at least 50% or £30 whichever is higher should be paid within 14days of the invoice being issued. The balance being settled at least 30days prior to booking.
- 9 For booking less than 3months in advance will only be considered confirmed once the invoice has been settled in full. If not settled within 14days, the date and time may be made available to others.
- 10 The HMA will provide the hirer with the code to the Church Hall key box, enabling them to access the key for the hall on the day of their event/booking, as well as the Hall Booking mobile phone number.

### 3.3 Monthly Duties of HMA

- 1 Each month the HMA will provide the church Treasurer a copy of the invoices for that calendar month.
- 2 If any payments for the bookings were received by either cash or cheque the HMA will deposit these into the church account.

### 3.4 Complaint Procedure

#### 1 Complaint by Hirer

In the event of any complaint this shall in the first instance be addressed to the HMA as appropriate. If the HMA is unable to resolve the matter to the complainant's satisfaction, the matter should be addressed in writing to the Priest-in-Charge.

#### 2 Complaint by Third Party

The matter will be investigated by the Churchwardens as representatives of the PCC. After consultations with all interested parties a written response will be sent to the complainant within 10 working days.