

The Parish of St Mary Magdalene, Yarm

POLICY and PROCEDURE for CHURCH USE BY OUTSIDE ORGANISATIONS

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 26th June 2023.

Policy for Church Use by Outside Organisations

The PCC wants to encourage the use of the Church building by responsible groups, such that the use will enhance the Outreach of the Church into the Community. It is our belief and hope that availability of the Church to as wide a range of people as possible will enable the Christian presence in Yarm to be more widely recognised and understood.

The PCC is however, also conscious of the costs of opening the Church outside of "normal" hours, and has decided to make charges that are commensurate with the costs involved and the prevailing charges levied in the locale. These charges are set out below.

Normally all events will attract a fee unless they have been sponsored by the PCC, however, there will be no charges made for the use of the Church for Christian worship or Diocesan, Archdeaconry, Deanery or ecumenical meetings. Events encouraging young people or where there is an underlying Christian or charitable funding involved may be considered for a reduced or waived fee after agreement with the Rector in conjunction with the Standing Committee. All events must be fully supervised by a person approved by the PCC and will normally be the verger; a fee will be paid to such person.

No event can take place without acceptance of the church Health and Safety policy and signing a safeguarding agreement. The event should be managed by a person familiar with these requirements. If an entry charge is made the organisers will be responsible for obtaining and paying for a Temporary Event Licence from the appropriate authority and providing the Church with a copy prior to the event. A Booking Form is required for use for all hirings not sponsored by the PCC, including those where fees have been waived and this must be completed in full before any Hiring commences. Where a Fee is being charged, a non-refundable deposit is required at the time of booking.

Rector: 

Date: 26th June 2023

The Parish of St Mary Magdalene, Yarm **POLICY and PROCEDURE for CHURCH USE BY OUTSIDE ORGANISATIONS**

Fees for Church Use

The normal fees for the use of the Church are as follows:

Use of the Church per day of up to 5 hours £150.00

- to include the services of the Verger
- to include the use of the piano
- to include use of the Choir Vestry and Toilets
- to include the use of the sound system if required

Extra time – per hour £15.00

Use of the Organ at the requested event

(Subject to our acceptance of any nominated Organist)

£125.00

- to include a short familiarisation session, if required.
- use of Organ at one practice session

Use of the Coffee Bar and equipment

£25.00

Deposit required with the Booking

£75.00

Conditions

- The hirer shall be given a copy of the Health and Safety policy and shall adhere to its provisions.
- The furnishings and fitments in the Church shall not be moved or changed in any way without the prior permission of the Verger (in attendance at the event) or the Rector.
- Any equipment to be brought in to Church for the event must be notified on the booking form.
- All such equipment must be removed promptly at the end of the session, along with any rubbish associated with the event.
- No adjustments are to be made to the settings of the Organ the piano or the sound system at any time.
- Users of the Coffee Bar are expected to clean and put away equipment after use.
- Users shall reimburse the Church for any damage to fixtures and fittings including but not limited to, the organ, furniture and coffee bar equipment.
- The Church building must be kept secure at all times.
- It must also be left in a clean and tidy condition after the session. Failure to do so may result in an extra charge.

The Parish of St Mary Magdalene, Yarm
POLICY and PROCEDURE for CHURCH USE BY OUTSIDE ORGANISATIONS

Booking Form Name of Organisation.....

Contact Details Name.....

Address.....

.....Phone Number.....

Date and times of Hiring.....

Equipment to be brought into Church.....

Rehearsal Date and Time.....

Use of the organ required YES/NO Name of Organist.....

Use of Piano YES/NO

Use of Coffee Bar YES/NO

Use of the Sound System YES/NO If Yes then when?

It may be possible for the Church to run the Coffee Bar for your event. In this case we would provide the required ingredients and would make a charge to attendees to be kept by the PCC. Would you like the Church to try to provide a manned coffee bar YES/NO

We understand that a charge will be made in accordance with the "Fees for Church Use" document enclosed with this booking form. We will pay the deposit required on confirmation of our booking, and will pay the balance no later than the end of the event. Cheques should be made payable to "Yarm PCC" If an entry Charge is made a Temporary Event Licence will be provided to the Church. We accept the conditions laid down in the "Fees for Church Use" document, and in particular the Health and Safety Policy.

Signed on behalf of the above organisation

Name (Capitals).....

Position in the Organisation.....

For use by Yarm PCC: Booking Accepted..... YES/NO

Supervisor for the event...Verger/Other.....

Charge for the requested facilities.....£.....

Deposit required.....£75.00

Deposit paid on (date).....Balance Due.....£.....

Temporary Event Licence required? YES/NO - copy received? YES/NO

Booking accepted by.....Position in Yarm PCC.....

The Parish of St Mary Magdalene, Yarm
POLICY and PROCEDURE for CHURCH USE BY OUTSIDE ORGANISATIONS

Safeguarding Provision

The Parochial Church Council of Yarm Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults 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 good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, 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/vulnerable adults, 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 any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., 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 Officer for St Mary Magdalene Church is:

Name: Mrs Sue Ellis **E-mail:** susanellis45@talktalk.net **Tel. No:**01642 780381...

Declaration I agree to abide by appropriate safeguarding procedures. 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 two copies, one to be retained by the church, and one by the organisation