

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 21st June 2021,

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 an appropriate supervisor. 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.

Vice Chair:

Churchwarden:

Date:

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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 - 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	£150.00
Extra time – per hour	£15.00
Use of the Organ at the requested event (Subject to our acceptance of any nominated Organist) - to include a short familiarisation session, if required. - use of Organ at one practice session	£125.00
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.

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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.....