

MAXWELL MEARNS CASTLE PARISH CHURCH
Waterfoot Road, Newton Mearns, G77 5RE
Scottish Charity Number SC017317

ACCOMMODATION BOOKING

Accommodation requested (tick appropriate venue(s)):

Dorothy Lloyd Room		Maxwell Hall		Basement	
Tom Hamilton Room		Castle Suite		Meeting Room	
West Room		Kitchen		The Flat	
Sanctuary					

NOTE: Capacity limits are: Maxwell Hall seated, 170 no seats, 300; Basement seated, 80 no seats, 120.

If audiovisual equipment is required, please specify what equipment and identify the person who will be the operator	
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1	Name of Organisation or Individual responsible for the running of the event, club, etc.	
2	Contact Name & Telephone Number. Please notify any changes	
3	Proposed Use. Note: If it is for a children's party, there is an additional form to be completed	
4	Date(s) required. Please indicate date and frequency of use as well as dates when meetings will not be held e.g. holidays etc. Use a separate sheet if appropriate.	
5	Start time (include setup)	
6	Finish (include clean up)	
7	Accommodation to be heated?	Yes/No
8	I confirm that I have read and agree to the standard conditions for the use of the premises – copy attached. I have also read the associated notes.	Signature :

The completed form should be returned to the Halls Convener, John Foote. If there is less than one month between the request and the event please telephone John (639 1998) to clarify availability.

Office Use:

	Initials	Date
Availability Confirmed		
Date(s) and use agreed		
Church officer advised		
Applicant advised		

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STANDARD CONDITIONS OF HIRE

1. **Age:** The person responsible for the hire should not be younger than 18 years of age.
2. **Supervision:** The hirers' responsibilities include making sure that the premises and their contents are treated with care and safety. The hirer must pay for all damage (including accidental damage) to the property, the facilities and fittings or for loss of contents.
3. **Public Safety:** The hirer should confirm that they have received instructions on the actions to be taken in case of fire, the location and use of the fire equipment, escape routes and the need to keep them clear, how the escape doors work, an understanding of the importance of fire doors and of closing fire doors at the time of fire. The hirer must call the Fire and Rescue Service to any outbreak of fire, however slight.
4. **Health and Hygiene:** The hirer must observe all relevant food and health regulations, including handling dairy and meat products and use of the refrigerator (if necessary).
5. **Electrical Appliances:** The hirer must make sure that all electrical appliances they bring with them are safe, in working order and used in a safe way.
6. **Alterations and Stored Equipment:** The hirer cannot make any changes to the facilities, or add any fixtures or fittings without the approval of the Board. The Board must be happy that any such alterations are safe. If the hirer has arranged to store equipment in the premises then the Board should agree how and where the equipment can be stored. The Board reserves the right to remove equipment which is not stored in the correct (and safe) place.
7. **Insurance and Indemnity:** The hirers are responsible for providing insurance cover for themselves, their users and their equipment and any other property they bring into the premises. They should have their own Public Liability Insurance Cover (for use of the building) and Professional Indemnity Insurance (for specific activities). The church is not responsible for any loss, damage or claim by any users associated with the let, including claims against the premises.
8. **Reporting of Accidents:** Any incidents involving injury must be recorded in the accident book and reported to the Board as soon as possible
9. **Alcoholic drink, smoking and supply of illegal drugs:** The hirer is responsible for ensuring that no smoking is permitted on the premises and that alcohol is not consumed and that any user found smoking, consuming alcohol, using or supplying drugs on the premises must be asked to leave immediately.
10. **Child Protection:** This is a NECESSARY condition for ALL hires that include use of the facilities by children and young people. Hirers must confirm that they understand the regulations of the Protection of Children (Scotland) Act 2003. In the Church of Scotland, they should confirm that they have read the Church of Scotland Child Protection Manual and understand their responsibilities for following the regulations for work with children and young people. The hirers should also agree that they have a recruitment procedure for taking on volunteers or paid workers and they carry out Scottish Criminal Record Checks.
- 11.

PLEASE RETAIN THIS COPY OF THE CONDITIONS FOR REFERENCE

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SPECIFIC NOTES ON USE OF THE ACCOMMODATION

1. All leaders **MUST KNOW** the fire escape routes and fire alarm points. In the event of a fire only when everyone has left the building and only when it is safe to do so should fire extinguishers be used. Fire doors must not be secured in the open position.
2. A First Aid box is kept in the main kitchen on the ground floor. An incident report book is kept in the main kitchen. *It is a requirement for all organisations using the Church premises to properly record any incident.*
3. Anyone working with children / young people in a church affiliated organisation / activity whether on church property or on a properly supervised activity away from church must be in possession of a current SCRB certificate from Disclosure Scotland and make sure all other leaders over 16 years have the same. It would be preferable if they had attended appropriate training. i.e. "Good Practice guide to working with children and young Children and Young People", or a similar course. If you require any clarification please call either Graeme Lipsett 01355 263376 or May Taggart 0141 644 3867 (Child Protection Coordinators).
4. Organisations and individuals using the Halls are reminded that they should make their own arrangements for insurance cover for their activities. The Church policy provides cover **ONLY** for activities directly related to the immediate and wider work of the Church. The Church can accept no liability for loss or injury or damage occurring during the use of the premises.
5. If you are planning to provide food on the premises, you must comply with the relevant Health & Safety regulations covering the preparation of food. A guidance leaflet can be provided on request.
6. Normally activities should have ceased and the Halls vacated by **10pm**. Any variation from this time will be in accordance with the booking. Leaders are responsible for ensuring that everyone has left the building at the conclusion of the activity with all lights switched off and any electrical appliances disconnected.
7. Usually floors will be cleared with furniture stacked. Users should arrange the layout of the furniture to their needs and re-stack after use.
8. Care should be exercised to avoid damage to the fabric, furnishings and fittings. Any damage caused should be reported as soon as practical to the Church Officer.
9. Equipment used by organisations should be returned to the locker allocated or to the location where it is normally kept.
10. The interests of the residents of the flat on the top floor of the building should be respected with unnecessary noise avoided.
11. Please note that there are no loop facilities (used in conjunction with hearing aids) in the Hall complex.
12. Groups or Organisations unable to use accommodation on the date(s) allocated must inform the Halls Convener, John Foote (639 1998) and the Church Officer Alistair Kerr (639 6805) as soon as possible and certainly no later than 24 hours prior to the normal event start time.

PLEASE RETAIN THESE NOTES FOR REFERENCE