

St Lukes Church Hiring Documents

In relation to hiring St Lukes Church hall or Chill out room the following documents have been produced:

1) The Lettings Policy

This sets out the framework in which St Lukes will hire its premises. Its role is to give guidance about who is able to hire the premises and the policy of the DCC in relation to the hiring of the buildings. It does not necessarily need to be read by potential hirers but can be referred to if there is a dispute about a booking. This should be reviewed by the DCC at agreed regular intervals.

2) The Hiring Agreement

This is in two parts the **application form** and the **terms and conditions of hire**. There are two versions one for one off bookings and one for regular hirers. This form needs to be completed by all hirers and signed. Hirers receive a copy and the original is retained in the bookings file at St Lukes. This should be reviewed at agreed regular intervals.

3) Hiring and Safeguarding

This document sets out the responsibilities of hirers in relation to safeguarding. There are two documents one for **organisations** and one for **individuals**.

The organisation needs to sign to say they will either abide by our policy (a copy of which should be given to them) or they have their own (which should be shown to the church).

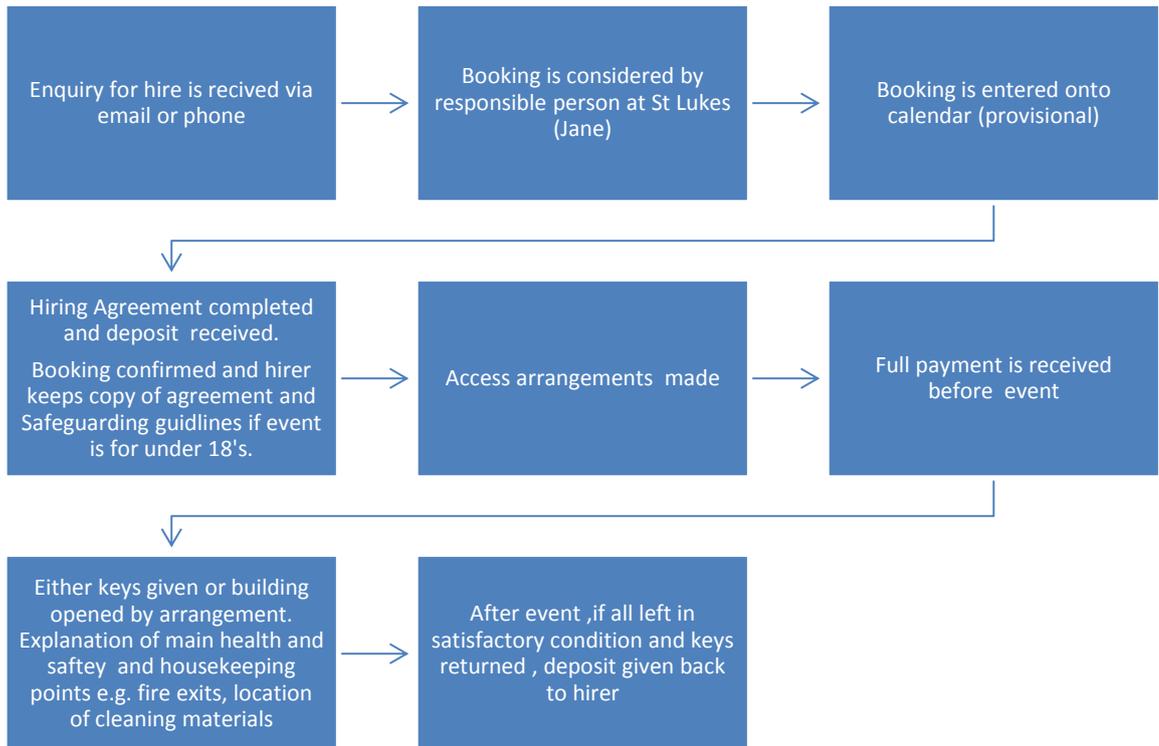
This should be done at the start of the hiring.

If it is just an individual for a one off event (e.g birthday party) then they need to agree to the summary of the good practice set out which they can do by signing on the hiring agreement.

4) The Guest Wifi Acceptable use policy

This document should be read and agreed to by those hirers who wish to use the wifi made available at St Lukes.

St Lukes bookings process one off events



St Lukes Booking process regular hirers

