

St Luke's Church, Canning Crescent, Oxford

Lettings Policy

October 2013

Scope

The purpose of this document is to provide a framework for staff to make decisions on lettings or refer decisions to a higher level if appropriate.

This policy relates to St Luke's Church and Garden area.

Other documents related to the hiring of St Lukes are the Hiring agreement, Hiring and Safeguarding guidelines and the Guest Wifi Acceptable use policy

Background

St Luke's has a wonderful building that we wish to make the best use of, with the emphasis on the value it will bring to our local community.

St Luke's Church serves an area where there is little else in the way of facilities for local people. It functions as a community hub, aiming to host a wide variety of local groups with a particular emphasis on activities that benefit local people.

We wish to attract bookings for use of the facilities to help maintain a steady income, enabling us to continue to run the different groups for the elderly, children and young people in particular. With this in mind, we have created a lettings policy and scale of hire rates that also provide for a standard and a concessionary rate.

There is a need for a lettings policy which ensures that the facilities are managed within the law, but also to fulfil the aim of making the facilities available, where possible, to community groups and individuals in the locality (part of the mission of St Luke's Church and the need to be a good neighbour).

Definitions

Members Members are people on the electoral roll of St Matthew's with St Luke's and who regularly attend Christian Worship at St Matthew's or St Luke's.

Parish The geographical boundaries of St Matthew's with St Luke's.

Parishioners Parishioners are people living within the Parish boundaries of St Matthew's Church with St Luke's.

District Church Council (DCC) and Parish Church Council (PCC).

The bodies that have legal responsibility for St Matthew's Church and the St Matthew's Parish Centre and for St Luke's Church.

Premises:

1. St Luke's Church is a place of Christian worship for the people of Cold Harbour. As the main hall is a multi-purpose space, it may be hired out on occasions when it is not being used for Sunday worship or by other groups run by the church. The maximum capacity for the hall is 100 people.

2. The Chill Out Room (side room with kitchenette) is available for hire separately or together with the main hall and kitchen, when not in use by St Luke's groups. The maximum capacity for the chill out room is 30 people.

Policy

Our policy is in line with current regulations relating to the prevention of discrimination in the provision of goods and services.

Bookings

In accepting a booking, no discrimination will be made based on sexual orientation, ethnicity, gender, or religion (except where the usage is intended for purposes that are incompatible with the status of the building as a 'licensed place of Christian worship within the Church of England')

Activities for which the DCC accept responsibility (i.e. Church activities) will always have first call on the facilities. When there is excess capacity, Members will have first call on the facilities, then Parishioners and then people, groups or organisations from outside the Parish.

Both regular and one-off bookings are welcomed although, as the building is a centre for Christian worship, lettings will only be made to organisations whose aims and values conform to the Christian ethos of St Luke's Church.

To make a booking a hirer's agreement must be completed and the hirer agrees to the terms and conditions of hire set out in the agreement.

The Hirer agrees not to use the premises for illegal, immoral or irreverent purposes or for any purpose inimical to the practice and beliefs of the Church of England.

The DCC welcomes the use of the premises by members of non-Christian faith communities for cultural and other ceremonies, but reserves the right to enquire of the nature of these ceremonies and to refuse or cancel a booking should these activities conflict with Christian practice.

An essential condition of hiring St Luke's is that cars can only be used for dropping off and picking up people/items for the event. Due to concerns from local residents of Canning Crescent, we ask that all cars are parked in Redbridge Park & Ride for the duration of your event. Failure to do this will result in you not being eligible to hire the premises for future events. We aim to encourage a low carbon footprint for our church.

There should be no music after 10pm and the Hall should be cleared by 10.30pm. Noise levels, in particular use of a PA system, must be closely monitored due to the proximity of residential housing

St Luke's staff have the right to refuse a booking if, in their reasonable opinion, the event:

- Is likely to disrupt the neighbours. In line with the requirement to be good neighbours, all hirers must be sensitive to the needs and wishes of those living nearby, especially regarding the level of noise and our parking policy. It is very important for community relations that NO complaints are made either formally or informally.
- Is illegal or promoting an activity that is illegal.
- Is likely to bring the good name of St Luke's Church into disrepute.
- Will be promoting faiths or philosophies other than the Christian faith¹.
- Will create demands upon the staff team that are beyond their contractual obligations.

In the event of a dispute over a booking, the booking decision may be referred to the DCC executive (Vicar, Church Warden and Treasurer) whose decision will be final

¹ The exception applies to an organisation and to persons acting on behalf of or under the auspices of an organisation which has any of the following purposes:

- practice, advance or teach the practice or principles of any religion.
- enable persons of the religion or belief to receive any benefit or engage in any activity, within the framework of the religion or belief.

This will cover a range of formal and informal groups.

General

The building is not licensed for the sale of alcohol or public entertainment.

Those who hire the facilities must finish by their event by 10.30pm. Alcoholic drinks may only be served (free of charge) if they obtain the prior permission of the Centre Management. No alcohol is to be served to those aged under 18. Alcoholic drinks must not be sold.

The discovery of the possession of Class A, B or C drugs or the carrying of weapons will result in the police being informed and the entire deposit will be forfeited.

All hirers must leave the facilities clean and tidy

Permission from St Luke's is required for the use of photography and/or inviting members of the press in a professional capacity.

St Luke's has a no smoking policy within the building and in the garden.

Access to the Church is restricted to the hire period, including time for setting up and clearing away.

Only those sections of the main church hall included in the booking and as indicated on the completed Booking Form, may be used; no other rooms, except for toilets, may be used.

The hirer is responsible for the behavior of all guests at their event.

St Lukes reserves the right to charge the hirer for any damage caused from their hiring.

Health and Safety

The hirer will be expected to abide by the health and safety arrangements of the church. Any specific arrangements will be agreed at the time of booking.

The hirer is responsible for ensuring that they have adequate first aid cover for their activity. A first aid box and accident book is located in the kitchen.

The hirer is responsible for familiarising themselves with the fire evacuation procedure and have a plan for evacuating their group safely.

Any concerns over the health and safety could lead to the booking being cancelled.

Child protection

St Lukes has a policy for safeguarding children. Any booking which relates to under 18s will need to agree to abide by the guidelines which will be provided at the time of booking.

Availability of the Church: Please see the calendar on our website for details of availability

Hiring Charges

Room	Rate per hour	Community / Charity discount	Full day (8hrs +) (20% discount)
Main hall (with kitchen use for tea/coffee making)	£13	£10	£83
Chill out/ Meeting room	£11	£8	£70
Main hall with full kitchen use	£15	£12	£96

Whole building (Hall, Chill out room and Kitchen)	£20	£15	£128
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Groups which qualify for discounted rate

- Church Members
- Residents of the parish
- Charitable organisations