

# KINGHORN PARISH CHURCH OF SCOTLAND

(SCO 07848)

## Regulations for use of Church Halls

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Kinghorn Parish Church Halls provide facilities for use by the congregation and community. Our aim is to provide adequate facilities at minimum cost. To do this needs the co-operation of all users. We therefore ask for your co-operation in complying with these regulations.

Ena Hudson, Clerk to the Congregational Board

### **FIRE REGULATIONS**

To comply with fire regulations numbers using the halls must be limited as follows:

Large Hall:	Seats in rows	-	180
	Seated at tables	-	120
	Seats around sides	-	90
Small Hall	Seats in rows	-	72

Chairs must be arranged in accordance with seating plans posted in the halls. In particular a clear gangway of **1.1 metres** must be left around all sides of blocks of chairs or tables to allow easy escape in event of fire. Fire extinguishers are provided and must not be interfered with. Any accidental interference must be reported to the Halls convenor.

### **NO SMOKING POLICY**

**No smoking at any time in the halls, kitchen, passageways or toilets.**

### **HALL LETS**

All lets must be agreed with the Halls Convenor and approved by the Congregational Board. The Halls Convenor will advise on arrangements for the collection and return of the keys. Halls must be vacated at the agreed time.

Organisations using the Halls regularly will be provided with a key. They are responsible for keeping the key secure and must make sure that access to the halls is properly controlled. The key must be returned to the Halls Convenor at the end of each year's session.

Cancellation of a booking must be notified to the Hall Convenor 7 days prior to the booking, less than 7 days' notice; the charge for the hall booking will still be required.

Events in the Halls must be finished by 10pm in order to allow the halls to be cleared by 10.30pm unless, in exceptional circumstances, prior permission has been obtained by the Congregational Board.

No Bouncy Castles are permitted and any other large equipment may require prior permission from the Congregational Board.

### **CHILDREN AND YOUNG PEOPLE**

Hall users must be aware of the legislation relating to the safeguarding of children, young people and protected adults and has read and understood the relevant Church of Scotland Safeguarding materials and will follow its provisions. The User has adopted a recruitment procedure for working with children and young people which, where appropriate, includes requiring staff (whether employees or volunteers) to be members of the Protection of Vulnerable Groups Scheme as laid down by the Protection of Vulnerable Groups (Scotland) Act 2007. If the User is found to be in breach of these undertakings, the Congregation shall have the right to terminate this Agreement with immediate effect.

## HEATING

Heating is set between 10 – 15°C and during your hire you may increase the heating to suit but the heating must be turned down again at the end of your hire. If the heating is found to be left turned up after your hire extra charges will apply.

## CARE OF HALLS

All users are asked to take proper care to avoid damage to the fabric of the halls. All defects and damage must be reported to the Halls Convenor. Depending on the circumstances users may be required to pay for repairs.

After use all users must leave the halls clean and tidy. Floors must be swept if necessary and rubbish bagged or placed in the dustbins. Tables, chairs and other equipment must be returned to its proper store place.

**Surplus materials left over from events must be removed from the halls as soon as possible. Storage space is limited in the halls.**

## LIABILITY

Kinghorn Parish Church can accept no liability for injury caused by activities taking place inside the halls, or for loss or damage to personal effects or equipment. Non-church organisations must make their own insurance arrangements.

## HEALTH & SAFETY

A First Aid box and Accident Book are kept in the kitchen. Please record any incident and pass the entry to the Halls Convenor or Ena Hudson 1 Glebe Place, Kinghorn. 01592 890181

## CHARGES

Charges are levied to cover the costs of upkeep of the halls. These are subsidised by the church and are follows from 2<sup>nd</sup> April 2014:

<u>Saturday coffee morning or afternoon tea:</u>		£70
(one hall plus kitchen for up to 5 hours)		
Cost per hour:	Both halls	£19
	Large hall	£11
	Small hall	£8

Commercial rate per hour for businesses:		
	Large hall	£12
	Small hall	£9

Payment for one-off lets should be made on the day itself or by arrangement with the Halls Convenor or Treasurer. Cheques should be made payable to 'Kinghorn Parish Church of Scotland'.

Please return the attached Acceptance Slip to the Halls convenor before the let commences.

## FAIRTRADE

**Kinghorn Parish Church is a Fairtrade Church.  
Hall users are encouraged to support Fairtrade by buying  
Fairtrade tea, coffee, sugar & other goods where possible. Thank you**