

## KMC Conditions of Hire - Regular Users

1. The hirer must designate a keyholder (or keyholders) for access to the building, who must complete a Safeguarding/Keyholder Form before any key is provided. As stated on the Form, keys must not be loaned to anyone else.
2. Outside doors must not be left open and unattended. If you expect latecomers to your event, make sure someone is at the door to let them in.
3. The hirer is responsible for ensuring that rooms are left clean and tidy after use including passageways and toilets. All doors and windows are to be closed/locked, all lights switched off (including the car park and outside lights) and taps turned off.
4. Furniture may only be moved from one room to another by agreement and must be returned before the premises. Any furniture moved within your hired area should be returned to the position in which you found it.
5. The stage in the Upper Hall is out of bounds to everyone except the leaders of groups given permission to store items on the stage.
6. Although we accept that fair wear and tear will occur, the Managing Trustees reserve the right to make a surcharge in the event of additional cleaning or repairs being required.
7. A 'No Smoking' rule operates on the whole premises.
8. Alcohol must NOT be brought onto the premises in any circumstances.
9. Animals (including birds) must NOT be brought into the building (except guide dogs, hearing dogs or recognised assistance dogs) without the written approval of the Managing Trustees.
10. Raffles, tombolas and other minor gambling games depending on chance are permitted in connection with any event provided that no prizes shall be in the form of cash, the total value of prizes shall not exceed £50, tickets shall only be sold on the premises during the event and the proceeds are used for charitable purposes.
11. All waste must be put in the appropriate bin. There are separate bins for paper/cardboard, plastic/cartons/glass, landfill and food (in the kitchens).
12. Fire exit doors and all exit routes must be kept clear at all times.
13. Any electrical appliances brought onto the Premises by the Hirer must be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
14. Any accident involving injury to the public must be reported to the Managing Trustees as soon as possible and recorded in the Accident Book on the right-hand shelf of the corridor to the Lower Hall.
15. It is the responsibility of the Hirer to arrange such insurance as may be appropriate. Please note that the Church does not hold insurance to cover personal injury to persons'

running or attending regular events on the premises, nor for loss or damage of property and equipment brought onto the premises.

16. If working with children or vulnerable adults, the Hirer must supply a copy of their Safeguarding Policy prior to use of the building and must also make the policy available to the activity participants or, if the participants are under 18, to their parents/guardians.

*Failure to comply with these conditions may result in withdrawal of booking facilities and cancellation of bookings already made.*

Any changes to the Conditions of Hire will be notified to groups hiring the premises.

September 2023