

# **KING'S LYNN CHRISTIAN FELLOWSHIP**

**ALSO KNOWN AS THE KING'S CENTRE**

## **THE KING'S CENTRE HIRE POLICY**

### **1. Seeking permission to hire the premises**

Permission for the hire of the premises must be sought in advance from the Office Manager. The period and purpose of the hire must be agreed in advance. After permission has been granted the hirer should complete the Hire Agreement.

Permission to hire The King's Centre will only be given for activities which are consistent with the values of King's Lynn Christian Fellowship (KLCF) or are at the very least not incompatible with them.

### **2. Supervision**

The hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care and safety from damage however slight, and the safety and behaviour of all people using the premises.

### **3. Use of premises**

The hirer shall not use the premises for any purpose other than that agreed, and shall not sub-hire or use the premises or allow them to be used for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies.

It is a requirement of our insurers that hirers arrange public liability cover for the period of the hire.

### **4. Betting and gambling**

The hirer shall ensure that no betting or gambling occurs on the premises.

### **5. Smoking, drinking and illegal substances**

Smoking, vaping, drinking alcoholic beverages and use of illegal substances are not permitted on the premises.

### **6. Health and hygiene**

The hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.

## **7. Electrical appliances and safety**

The hirer shall ensure that any electrical appliances brought on to the premises and used there shall be safe, in good working order and used in a safe manner.

## **8. Indemnity**

The hirer must indemnify KLCF for the cost of repair for any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hire or as a result of the hire. The hirer shall be responsible for making arrangements to insure against any third-party claims which may lie against him or her whilst using the centre.

## **9. Accidents and dangerous occurrences**

The hirer must report all accidents involving injury or near misses to a member of the King's Lynn Christian Fellowship staff and also note them in the accident book. The hirer should ensure they know the whereabouts of the First Aid equipment. Any failure of equipment, either that belonging to the centre or that brought in by the hirer, must also be reported.

## **10. Animals**

The hirer shall ensure that no animals except guide dogs are brought on to the premises.

## **11. The Children's Act**

The hirer shall ensure that any activities for children comply with the provision of the Children's Act 1989, and subsequent amendments, and that only fit and proper persons have access to the children.

## **12. Publicity**

All publicity for events not organised by KLCF but using our premises should be submitted to the Office Manager for approval prior to release to the press or other media.

## **13. Fly posting**

The hirer must not carry out or permit fly posting or any other form of unauthorised advertisements, and shall indemnify KLCF accordingly against all actions, claims and proceedings arising from any breach of this condition.

## **14. Sale of goods**

The hirer shall, if selling goods on the premises, comply with fair trading laws and any code of practice used in connection with such sales.

## **15. Use of consumables**

There will be an additional charge for the use of consumables (tea, coffee, milk etc.).

## **16. Cancellation of booking**

KLCF reserves the right to cancel a hiring agreement at any time either before or during the term of the agreement, giving as much notice as possible.

## **17. End of hire**

The hirer shall be responsible for leaving the premises in a clean and tidy condition, and any contents temporarily moved from their usual position properly replaced, otherwise KLCF will be at liberty to make an additional charge.

## **18. Noise**

The hirer shall ensure that the minimum of noise is made on arrival and departure to avoid disturbance to local residents.

## **19. Safety & security**

The hirer should familiarise themselves with the action to be taken in the event of a fire or other major incident, specifically regarding evacuation of the centre, the location and use of fire equipment, the location of escape routes and the need to keep them clear, and the method of operation of any escape door fastenings.

The hirer should ensure that they are familiar with emergency fire exits and the procedures that are located by the exit doors.

The hirer should also ensure that fire exits are kept unlocked, free from obstruction, and not wedged open; exit signs are illuminated; and there are not obvious fire hazards on the premises. Highly inflammable substances shall not be brought in or used in any part of the premises.

## **20. Use of mobile phones, cameras and other electronic devices**

The hirer has a responsibility to ensure that anyone using mobile phones, cameras or other electronic devices in the building, does so in a lawful and ethical manner. During the hire, no-one attending shall view, display, create, transmit, publish or forward any material online that is likely to harass or cause harm, offence, inconvenience or needless anxiety to any other person, or that could bring the church into disrepute. The earlier section prohibiting betting and gambling also covers doing so on electronic devices.

If the hirer becomes aware of anyone using any electronic device in a way that is contrary to the above, they must act immediately to stop it. If the hirer suspects that a criminal offence may have occurred, the matter must be brought to the attention of one of The King's Centre Office staff and, if necessary, the relevant law enforcement organisation.