



RESPONSIBILITIES OF CHURCH GROUP/ORGANISATION USERS

The Kirk Session OF Aberfeldy Parish Church (APC) is delighted that you are using the church building and you are reminded of your responsibilities of use in this document. Please bear in mind that many of these responsibilities result from the terms and conditions of the insurance policies to which the church subscribes. If you have any questions relating to these responsibilities, please contact the church administrator in the first instance.

- 1) **BOOKING CONFIRMATION.** Please ensure that you have filled in a relevant booking form. Without such a completed Booking Form there is no obligation to accommodate your booking. The church insurance conditions mandate that there is a written record of those people/church organisations and groups who will use the church facilities.
- 2) **CONSUMPTION OF DRUGS AND ALCOHOL.** There will be NO consumption of non-prescription drugs and/or alcohol under any circumstance.
- 3) **GAMBLING.** There will be NO gambling of any form.
- 4) **COMMERCIAL SALES.** There will be NO direct selling of any organisation's goods and services on any of the premises or in the car park.
- 5) **PROTECTION OF MINORS.** Should you have children on the premises and they are under the age of 16 in the property, you are responsible for ensuring that all current laws and regulations pertaining to children and young persons are strictly adhered to (including but not restricted to the requirement for two Disclosed adults to be in attendance at all time.
- 6) **DAMAGE OF PROPERTY.** Should any equipment or part of the building be damaged as a result of misuse or accident, the fault/damage must be brought to the attention of the APC administrator or another APC appointed person. Leaving the damage /fault to others to others to discover is not appropriate.
- 7) **ONSITE REPAIR OF EQUIPMENT.** Under no circumstances will you attempt to repair equipment and/or facilities but will refer to the provisions of Clause 6 above. This particularly applies to electrical equipment.
- 8) **TIDINESS/CLEANLINESS.** You are expected to leave the facilities in the state in which they are found. You shall bring to the attention of the church administrator any unsafe or unclean condition. If the toilets are not in a fit, hygienic state please contact the church administrator. All rubbish of whatever description produced by you will be placed in the appropriate bin(s) in the car park. Please observe the various recycling requirements. Please do not simply 'dump' everything into one bin. Do not overfill the

bin. There is a vacuum cleaner for your use in the kitchen. Please do NOT use Sellotape or Blue tack on any wall.

If you use the kitchen facilities, please observe the following:

- If you use any dishes please put them back where you find them, cleaned and dried.
- Report any breakages to the church Administrator.
- If you use tea towels please arrange for them to be cleaned, dried and returned to the church. Do NOT leave any wet towels in the kitchen.
- Please provide your own food and drink and do not use the church's provisions agreed and appropriate.
- Please take with you any excess food and drink. Any excess food and drink left will be disposed of appropriately.
- Please leave the kitchen surfaces clean and free from any clutter.
- Do not leave any food in the fridge. It will be removed and disposed of.

- 9) **HEATING CONTROLS:** Please refrain, wherever possible, from changing the timed controls of the heating program unit. If you must change them, then you can use the appropriate room thermostats). If you adjust any radiator, please return the setting to what it was originally. Please call the church administrator if there is no heating.
- 10) **SECURITY AND SAFETY ON LEAVING THE PROPERTY.** You will check that ALL windows (even those not used by you) are locked, all electrical heating switched off and all doors locked on leaving the property. You will further check that no one is left in the building.
- 11) **LEFT ITEMS.** Any items left on the premises will be kept by APC for one calendar month after which time the property will be disposed of through the local thrift shop or other appropriate means.
- 12) **APC PROPERTY KEYS.** Only one key will be given to you and you undertake not to have the key duplicated under any circumstance. The key will never be left by you somewhere outside the APC building to be collected by another person. The key will be kept safe at all times by the contact person(s) stated below. The key will NOT be given to any other person unless agreed with APC. The key will be returned to the church administrator when no longer required by you.
- 13) **ADDITIONAL CONTACTS.** Where appropriate, you shall appoint two contacts who can be contacted in case of emergency or the need to contact the Lessee. At least one of the contacts MUST be in attendance at all times when your group/organisation's activities are being held in the APC building.
- 14) **COMPLIANCE WITH APC H&S REGULATIONS.** You are responsible for the conduct of your group/organisation's members and in ensuring that all equipment and facilities are used with due diligence, care and attention. It is expected of you that your activities and conduct will comply with these regulations. Any Electrical equipment brought into APC must have a current PAT certificate.

- 15) **BEHAVIOUR WITHIN THE VICINITY OF APC BUILDING.** Recognising that there is a care home opposite the APC building, you are expected to enter and leave the APC building with minimum noise and disruption.
- 16) **CAR PARK.** The car park can be heavily used and you are expected to drive with all due care and attention. APC is not responsible for any damage and/or loss to vehicles when in the car park. No car can be left overnight unless in the case of emergency and with the knowledge of APC.
- 17) **FUNERAL ARRANGEMENTS.** It may be necessary, from time to time, to alter the times and room/hall availability should a funeral be held with no alternative date/time for the funeral. Such a change will be communicated with the you and/or your additional contact persons.
- 18) **WORKING ALONE IN THE APC BUILDING.** When you are in the premises on your own or you know of someone within your group/organisation who will be, please use the following guidelines:
 - a. Always try to have someone else with you.
 - b. If alone, check the premises to ensure you are alone.
 - c. Lock all outside doors.
 - d. Carry a mobile phone with you at all times and have it available, charged and on your person.
 - e. If you are anxious for any reason, please contact either the church administrator, a member of the congregation who is known to you, or a friend, immediately.

SIGNED: ON BEHALF OF APC	ON BEHALF OF ORGANISATION/GROUP
Signature:	Signature.....
NAME PRINTED.....	NAME PRINTED.....
TITLE WITHIN APC	TITLE WITHIN ORG.....
DATE	DATE

CONTACTS:

APC: CHURCH ADMINISTRATOR. ANNETTE MACDONALD Mobile 07736384035

ORGANISATION/GROUP:

CONTACT #1.....

TEL#.....

CONTACT #2.....

TEL#.....