

Building Use Policy for External Hirers

Purpose:

This policy outlines the terms and conditions under which Woodgreen Evangelical Church allows external individuals and groups to hire its building.

1. Priority of Use

- Whilst we value opportunities to serve the local community, the primary function of the building is to serve the work and ministry of Woodgreen Evangelical Church and, therefore, all church events and activities take precedence.
 - External bookings will not be confirmed more than **five months in advance**, to ensure flexibility for church-led events.
 - We restrict use of the building for private parties to church family only.
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2. Acceptable Use

- We welcome bookings that foster community engagement and benefit local groups; however, bookings will not be accepted for events or activities that conflict with the values, beliefs, and ethos of Woodgreen Evangelical Church.
 - We will not accept bookings that may cause inconvenience or distress to the local neighbourhood e.g. high noise levels or anti-social hours.
 - Bookings that would place an unreasonable demand on church staff or volunteers – such as requiring significant setup, returning to the building at unreasonable hours, car park overflow/supervision, or operation of church equipment – may be declined or subject to additional costs.
 - The church reserves the right to decline or cancel bookings at its discretion. In the latter case, at least two months' advance notice will be given to the hirer.
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3. Booking Procedure

- All external hirers must complete a **Room Booking Form**. Please contact the church office for a Room Booking Form.
 - A booking is only confirmed once the form is submitted, reviewed, and accepted by the church.
 - Invoices are sent out after the event and payment is required within 30 days.
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4. Hire Charges

- A schedule of hire charges is available from the church office.
- Fees contribute to utilities or resources used; the upkeep of the building and supporting the wider ministry of the church.
- At our discretion, we waive or reduce our charges for use that is directly helpful to charitable causes.

5. Conditions of Use

- Hirers may only use the spaces and facilities agreed upon at the time of booking. Any changes to those initially requested should be communicated to the church office in a timely way.
 - Hirers must be self-sufficient and, where possible, take responsibility for setup, pack-down, and managing their own guests.
 - Any additional rubbish beyond normal use must be removed by the hirer. Excess waste left behind may incur additional charges.
 - Rooms must be left clean, tidy, and in their original condition. Any damage or extra cleaning costs may be charged separately.
 - Smoking and vaping are not permitted anywhere on the premises.
 - Alcohol is not permitted without prior written permission and may require licensing.
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6. Supervision and Responsibility

- Hirers are responsible for the behaviour and safety of their attendees, including children and adults at risk.
 - Adequate adult supervision must be provided at all times.
 - External hirers must hold **public liability insurance** and may be required to provide evidence of this.
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7. Health and Safety

- All users must comply with the church's health and safety guidelines, including fire procedures and safeguarding protocols, which are available on request.
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8. Respect for the Premises

- The building should be treated with care and respect.
 - Any proposed decorations or alterations to room layouts must be agreed upon in advance with the church office.
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9. Review of Policy

- This policy is subject to regular review and may be updated at the church's discretion.
 - Hirers will be expected to comply with the most current version of the policy at the time of booking.
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To Request Pricing Information please contact the church office:



01905 451985



admin@woodgreenchurch.co.uk



www.woodgreenchurch.co.uk