

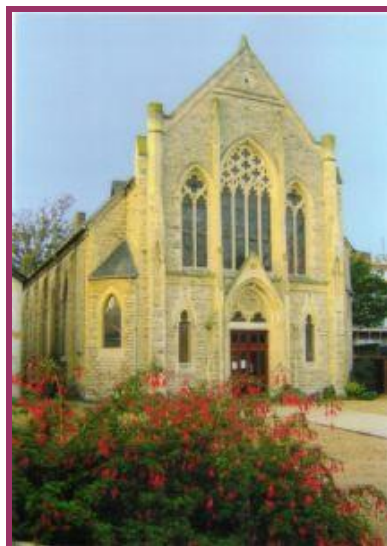
Huntingdon Methodist Church.
17 High Street Huntingdon PE29 3TE
www.huntingdonmethodist.org.uk

Booking Request Form and Information Pack

(v3.0 Feb2011)

Thankyou for your enquiry about using our Church premises. All of the information that you need about our rooms and facilities is included in this pack , but if you have any other questions please contact Michael Barltrop on 07795 297250 before completing your booking request form.

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Huntingdon Methodist Church.
17 High Street Huntingdon PE 29 3TE
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Booking Request Form for Regular and Single Events .

Please use the 2 page form below if you wish to make a booking to use our Church premises either on a regular basis , or for a single event. The second page need only be completed if young people or vulnerable adults are likely to attend your event, or if you are being provided with a key to our premises.

The full lettings and hire terms and conditions are included as part of this pack, as are our Safeguarding Policies and Requirements. We strongly advise you to read these in full before making your booking request.

If you are unclear as to the implications of any of our terms and conditions or safeguarding requirements , please speak to our Bookings Secretary BEFORE completing your request form. If you do not raise any issues, we will assume that you have fully understood and accepted all of the terms, conditions and requirements and that you are fully conversant with the various documents referred to.

This 2 page form can be used for both Church and non Church events, and exactly the same terms and conditions apply, irrespective as to who the organiser and responsible person is. Huntingdon Methodist Church events however will not normally be subject to the hire charges.

Once completed, the bookings request form should be either emailed to;

bookings@huntingdonmethodist.org.uk

or posted to;

The Bookings Secretary,
Huntingdon Methodist Church ,
The Old Bakehouse,
George Lane,
Warboys
Cambridgeshire
PE28 2TU.

If you have any questions or queries about our terms and conditions, safeguarding requirements, or the availability of particular rooms or facilities, please telephone Michael Barltrop on 07795 297250.

BOOKING REQUEST FORM - PAGE 1 OF 2

ROOM REQUIREMENTS FOR REGULAR OR SINGLE EVENTS .

CONTACT DETAILS OF HIRER or EVENT ORGANISER

Full name of group or individual wanting to use the premises;	
Full Name of Event Organiser or Hirer;	
Full Address of Event Organiser or Hirer;;	
	Postcode
Telephone Number:	
Email address;	

ROOM REQUIREMENTS (see page 14 for room sizes details)

Rooms required; tick box for all rooms needed;	Upper Room		Main Back Hall		Small Front Kitchen		Main Worship Area	
	Sunshine Room		Back Hall Kitchen		Crèche Room		Car Park	

DATES REQUIRED FOR A REGULAR OR MULTI- BOOKING

Weekly Events -Tick days needed	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start and End Dates: If not weekly - list all days and dates;	Start Date From;				End Date To;		
Start and End time for each date booked;	Start Time;		End Time;		If Term Time only list any intervening dates when not meeting		

OR DATE REQUIRED FOR A SINGLE BOOKING

If booking for a Single Event:	Date Required:	
	Start and End Times;	

OTHER INFORMATION - FOR ALL BOOKINGS

Reason for hire: ie - what activities will be undertaken and what is the subject matter(s) being discussed /explored?	
Is this a Huntingdon Methodist Church event? YES / NO	

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS – FOR ALL HIRES AND EVENT ORGANISERS FOR EVERY BOOKING

Are any young people(under 18's) or vulnerable adults LIKELY to be attending or taking part in the events or activity? YES / NO .	
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BOOKING REQUEST FORM - PAGE 2 OF 2

SAFEGUARDING REQUIREMENTS FOR REGULAR OR SINGLE EVENTS.

You must also complete and return this page with your booking request on page 1 if either or both of the following apply ;

- 1. your event or activities is/are likely to be attended by any children, young people (aged 18 or under) or vulnerable adults; and /or ;**
- 2. you are to be provided with a key to gain access to the Church premises and to lock up at the end of your event.**

Huntingdon Methodist Church (HMC) has to comply with the Home Office Code of Practice entitled “Safe From Harm”, and also the Safeguarding Policy of the Methodist Church. These are embedded in our own Safeguarding Policy. As part of this process, all hirers of our Church premises, either on a regular or on an occasional basis, who need to complete this page are advised to familiarise themselves with the 3 documents (which are reproduced on pages 5,6,7) and to sign the declaration below to that effect.

I,(print your full name) as the Hirer/Organiser, confirm that;

1. If Children, young people aged under 18, or vulnerable adults are likely to attend;

1.1 I have read and understood

- The Home Office Code of Practice entitled “Safe from Harm”.
- The Methodist Church Safeguarding Policy.
- The Huntingdon Methodist Church Safeguarding Policy

1.2. Any questions or requests for additional information I have made have been fully answered.

1.3 All of the adults who will be directly supervising them hold current Criminal Records Bureau clearances. If requested by HMC, these will be provided for by myself in advance of the event.

1.4. I have never been convicted or cautioned by the Police concerning any offence against children, young people or vulnerable adults.

1.5. If any safeguarding incidents occur at my event(s), or if any accident occurs which results in personal injury to ANY person, whether or not medical treatment is required, I will make a full written report to the Bookings Secretary or other nominated HMC representative with 24 hours of the incident.

2. If a key is provided for me to gain access to the Church premises, I will ensure that;

- It is not given to any other person without prior approval in writing from the Bookings Secretary.
- It is not copied before it is returned .
- All rooms are checked before I vacate the premises, everyone has left the premises, all lights are turned off, all windows closed and all external doors are locked.
- The key is returned within 24 hours of the hire period ending to the Bookings Secretary or other nominated HMC representative.

Signed Date

THE HOME OFFICE CODE OF PRACTICE SAFE FROM HARM

Safe from Harm was prepared to provide voluntary organisations with guidelines for safeguarding the welfare of children and young people in their care.

It applies to all workers in voluntary organisations, including the churches, whether they are paid or volunteers. It encourages the development of good policies and practice to prevent the physical, emotional and sexual abuse of children and young people while they are in their care.

At the same time it protects those who work with children and young people from unfounded accusations or from behaving in ways which may be well-intentioned but inadvisable.

The Home Office guidelines are a challenge to every church:

- to shoulder responsibilities in caring for children and young people and those who work with them
- to be committed to good practice in work with children and young people
- to recognise that safeguarding the young is the responsibility of everyone, not just those who work with children and young people
- to be prepared to work in different ways, where necessary, seeing this as a new opportunity for service and mission

Guideline 1* Adopt a policy statement on safeguarding the welfare of children.

Guideline 2* Plan the work of the organisation so as to minimise situations where the abuse of children may occur.

Guideline 3* Introduce a system whereby children may talk with an independent person.

Guideline 4* Apply agreed procedures for children to all paid staff and volunteers.

Guideline 5* Give all paid staff and volunteers clear roles.

Guideline 6* Use supervision as a means to protecting children.

Guideline 7* Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.

Guideline 8* Gain at least one reference from a person who has experience of the applicant's paid work or volunteering with children.

Guideline 9* Explore the applicants experience of working or contact with children in an interview before appointment.

Guideline 10* Find out if an applicant has any conviction for criminal offences against children.

Guideline 11* Make paid and volunteer appointments conditional on the successful completion of a probationary period.

Guideline 12* Issue guidelines on how to deal with disclosure or discovery of abuse.

Guideline 13* Train paid staff and volunteers, their line managers or supervisors and policy makers, in the prevention of child abuse.

THE METHODIST CHURCH STATEMENT OF SAFEGUARDING PRINCIPLES

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

- We are committed to:
 - the care and nurture of, and respectful pastoral ministry with, all children, young people and adults.
 - the safeguarding and protection of all children, young people and adults when they are vulnerable.
 - the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.
- We will carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- We will seek to challenge any abuse of power, especially by anyone in a position of trust.
- We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
- In all these principles we will follow legislation, guidance and recognised good practice.

The Methodist Church

HUNTINGDON METHODIST CHURCH SAFEGUARDING POLICY FOR YOUNG PEOPLE AND VULNERABLE ADULTS

As Christians we are called to love and care for each other. This is particularly true where the most vulnerable members of our community are concerned.

Children, young people and *vulnerable adults have particular needs which can only be met by our Church if we respond to the call of Christ's people, living in his image.

This means living in today's changing world with all of its problems and challenges, and recognising that some of those problems and challenges will be for the Church itself.

We, as the respective Church Council and family of Huntingdon Methodist Church are committed to preventing all abuse of children young people and vulnerable adults who enter our premises. In particular, our concern is in four key areas of abuse.

- **PHYSICAL** - Where there is abuse or injury.
- **EMOTIONAL** - Where this is a constant lack of love and affection, or the presence of threats, taunts and bullying
- **SEXUAL** - Where young people or vulnerable adults are used for sexual gratification
- **NEGLECTFUL** - Where there is deprivation of any of the things where are essential well-being or development
- *A vulnerable adult includes any person who is aged 18 years or over and is either :
 - living in sheltered housing, residential accommodation, receiving care in their own home;
 - receiving any form of health care or a social service because of age-related needs, disabilities or prescribed physical or mental health conditions.
- This list is not exhaustive but representative of some groups.

Huntingdon Methodist Church is also committed to offering pastoral support to any member of our Church family who is accused, rightly or wrongly, of any act of abuse, whilst not compromising the judicial process.

Huntingdon Methodist Church Council

HUNTINGDON METHODIST CHURCH

SAFEGUARDING FORMS AND WHO HAS TO COMPLETE THEM

This section

- *is for bookings made by members of Huntingdon Methodist Church Family*

If you are a Huntingdon Methodist Church Children/ Young Peoples or Vulnerable Adults leader / helper, or if you are an HMC office holder or job holder who comes into contact on a regular basis with children, young people or vulnerable adults in that role, you have to undergo the enhanced Criminal Records Bureau (CRB) checking process, and also sign the Methodist Church Declaration Form A .

Other members of the Huntingdon Methodist Church Family who are Office, Job, or Key Holders , but who have no regular or direct contact with children, young people or vulnerable adults are required to complete the Methodist Church declaration form A or form C if a Key Holder.

The CRB forms and guidance pack are individually bar coded and are acquired direct by our Church Safeguarding Officer. They are then issued as required.

The Methodist Church declaration forms will also be provided for completion by our Safeguarding Officer but can also be downloaded from the Methodist Church website.

This section

- *is for bookings made by anyone else*

Anyone else who hires our premises on a regular, occasional or one off basis where children, young people aged 18 and under or vulnerable adults are likely to be attending the event or activity, must confirm on page 2 of the booking form that they are familiar with Home Office Code of Practice entitled “ Safe from Harm”, and the Safeguarding Policies of both the Methodist Church and Huntingdon Methodist Church.

They must also confirm that they have not been convicted or cautioned of any sexual offence against children, young people or vulnerable adults. The leaders and helpers attending the event who will be directly involved in supervising them, must hold a valid Criminal Records Bureau clearance, and agree to provide a copy of the CRB clearances in advance of the event taking place if so requested by the HMC Bookings Secretary.

If a Key to the Church premises is to be provided to the hirer/ event organiser, they must ensure that

- It is not given to any other person without prior approval in writing from the Bookings Secretary.
- It is not copied before it is returned .
- All rooms are checked before I vacate the premises, everyone has left the premises, all lights are turned off, all windows closed and all external doors are locked.
- The key is returned within 24 hours of the hire period ending to the Bookings Secretary or other nominated HMC representative.

HUNTINGDON METHODIST CHURCH

PREMISES BOOKING – FULL TERMS & CONDITIONS

The following terms & conditions apply to all individuals, groups, organisations, businesses and representative bodies hiring any of the rooms, facilities (including the car park) in Huntingdon Methodist Church.

Any queries relating to use should initially be discussed with the Premises Bookings Secretary:

- Michael Barltrop – 07795 297250 - bookings@huntingdonmethodist.org.uk

1.No Alcohol, No Smoking and No Gambling – There are NO exceptions

- **Alcohol must NOT be brought into, bought, sold or consumed on the premises.**
- **Smoking is NOT permitted anywhere on the premises including the toilets and car park.**
- **Gambling (including raffles and games of chance) is NOT allowed anywhere on the premises, including the car park.**
- Methodist rules allow some competitions with an element of skill or chance, permission for their use must be sought in advance.

2.The Church Sanctuary – Please Treat it with Respect

- The sanctuary is suitable for open and public meetings, concerts etc, but it must be realised and accepted that it is a consecrated worship area.
- **Selling and buying, games of chance or any activity which is not in keeping with the consecrated status are NOT to be carried out in the sanctuary.**
- Consumption of refreshments should as far as possible be restricted to the designated areas.

3.Fire and Health & Safety – Always fully Observe Fire and Safety Regulations

- Fire and safety requirements must be observed at all times. See Page 13.
- Immediately upon unlocking at the start of a meeting or activity, leaders must undertake a risk assessment, ensure that the alternative escape doors are open, or that the key is readily available in a suitable location.
- Gangways and exits must not be obstructed.
- No activity is to be pursued which is potentially dangerous or could be harmful in any way.
- Before leaving the premises, the hirer or person responsible for any activity must check that all rooms are left clean and tidy, everyone has left the building, all windows and doors throughout the premises are closed (and external doors locked).

4. Catering – Food Hygiene Requirements

- If any kitchen is used to prepare / cook food, it is strongly recommended that at least one person present must have a current food hygiene certificate and supervise the cooking.
- All equipment used must be left in a clean and tidy state. Any breakages or damage must be reported to the bookings secretary within 24 hours of the event. All food waste must be removed from the premises and placed in the appropriate rubbish wheelie bins which are located in the car park.

HUNTINGDON METHODIST CHURCH PREMISES BOOKING – FULL TERMS & CONDITIONS

5. Safeguarding Children and Vulnerable Adults – Essential Requirements

- Every hirer will have to complete a safeguarding declaration before using the premises. This is incorporated into page 2 of the Booking Request form .
- We take the safeguarding of young people and vulnerable adults very seriously at Huntingdon Methodist Church and any hirer who declines to complete this declaration will not be allowed to hire any of our premises.

6. Chairs & Tables – Please Leave Them as You Found Them

- At the end of the activity, hirers are to ensure chairs / tables are either stacked away (if that is how the room was found at the beginning of the hire) or the hirer should return the chairs / tables to the spacing / formation they were found in before the room was used by the hirer.

7. Setting Up / Returning the Room to its Original Configuration

- Booking times should include an allowance for setting up the room as required and for putting the room / chairs etc back into its original configuration once the activity is finished and cleaning it.
- Hirers will normally be responsible for setting up the room into the required configuration and for returning it to its original state.
- Any other arrangements must be agreed in writing with the Bookings Secretary before the event takes place.

8. Leave the Premises in a Clean and Tidy State

- Every room which has been hired or used MUST be left in a clean and tidy state. This includes common areas such as toilets and entrance lobby.
- If this is not done HMC reserves the right to impose an additional charge to cover this work up to an amount equal to the original hire charge.
- Cleaning equipment is located in the small room at the back of the church – speak to the Bookings Secretary on how to gain access to this cleaning room.
- All users of the premises are responsible for repairs/replacement of damage and breakages unless caused through reason beyond their control.
- All breakages/damages must be reported to the Bookings Secretary with 24 hours to allow for speedy repair or replacement.
- You must securely bag all of your rubbish in black sacks and secure, These can then be put in the appropriate wheelie bins, **NOT** by the wall in the car park.

9. Noise – Please be Considerate to Other Users and Our Neighbours

- The church premises are situated in a residential area. This should be considered by all users with respect to noise before, during and after meetings.
- Also be aware that other groups may be using other parts of our premises at the same time.

HUNTINGDON METHODIST CHURCH PREMISES BOOKING – FULL TERMS & CONDITIONS

10. Parking – Please do not abuse this facility

- On-site parking should be in a reasonable manner to allow maximum use of the car park by all users. There are marked parking bays to assist you.
- It is a requirement that for access by emergency vehicles there must be **NO PARKING** on the concrete driveway between the entrance gates and church entrance doors.
- The car park is only to be used by people attending events or meetings on our premises, or by those who have purchased and displayed a parking permit.
- There will also be occasions when the car park is not available because of priority usage for weddings and funerals.
- HMC accepts no responsibility for any damage to vehicles in the car park.
- HMC reserve the right to recover from the hirer the costs of making good any damage caused by anyone attending the hirer's event to the car park, the boundary walls, Church buildings, garden, fences or barriers .

11. Control of Church Premises Bookings

- With increasing use of the premises, control must be kept on bookings to avoid clashes of use, adequate heating etc.
- Maintenance and repairs also have to be completed between meetings wherever possible, but urgent matters may have to be completed before a hire period can commence.
- All hire of premises must be confirmed in writing through the Bookings Secretary before being advertised to the groups, members or general public.
- Cancellations may incur the full hire charge if not notified at least 48 hours before the event.
- Any breaks in routine for regular bookings (eg holidays etc) must also be notified to the Bookings Secretary at least 7 days in advance. This ensures that the heating system can be regulated, or other bookings accepted .

12. Insurance - You must have adequate cover if it is not a Church event .

- For groups who meet under the name of Huntingdon Methodist Church, and who submit their accounts annually to our Church Council, the use of premises and activities held within the Church premises are covered under the insurance policies held by Huntingdon Methodist Church.
- All other hirers and users , whether individuals, groups or organisations need to provide their own Insurance Policies, both in terms of personal injury claims and damage to the Church premises.
- HMC reserves the right to see current policies before accepting any booking.

13. Copyright

- All groups meeting under the name Huntingdon Methodist Church are covered by the Copyright licences held by the Church .
- All other hirers are responsible for having the relevant copyright licenses and permissions for their event or meeting.

HUNTINGDON METHODIST CHURCH PREMISES BOOKING – FULL TERMS & CONDITIONS

14. Electrical Equipment

- The hirer is responsible for ensuring that any electrical equipment supplied for use is fit for purpose. This will if applicable, involve PAT (Portable Appliance Testing) testing by an authorised tester. Failure to do this may invalidate any insurance policy.

15. Hire Charges

- Unless the booking is for event sponsored by Huntingdon Methodist Church, a hire charge will be made to cover the use of the premises and facilities, running costs of the building, and where necessary to provide a church representative to unlock and secure the premises ,to resolve any issues during the event and to check that premises have been left in a clean and tidy state for the next user.
- The hire charge will be notified by the Bookings Secretary and payment in full together with acceptance to all of the Terms and Conditions of use must be returned to the Bookings Secretary at least 7 days before the event.
- Any additional charges to cover over-running events, premises not cleaned by the hirer, breakages and damage to equipment and/or premises, must be paid in full to the Bookings Secretary within 7 days of the invoice being issued.

16. Premises Booking Prices - as at January 2011 .

- **We have a three tier pricing system:**
 - Commercial Rate eg £12 per hour for large rooms.
 - Private Rate eg £10 per hour for large rooms, £6 for small rooms.
 - Charity Rate eg £6.00 per hour for large rooms, £4 per hour for small rooms.
- **Kitchen charges:**
 - If one of the kitchens is used to prepare drinks, a additional charge of £5 per session is applicable
 - If one of the kitchens is used to prepare / cook food, an additional charge of £5 per hour is applicable.
 - Note that if any kitchen is used to prepare / cook food, it is strongly recommended that at least one person present must have a current food hygiene certificate and supervise the cooking.
- **More details**, including any recent variation in pricing, can be obtained from the Premises Booking Secretary.

17. Queries

Any queries relating to use should initially be discussed with the Premises Bookings Secretary:
Michael Barltrop – 07795 297250 - bookings@huntingdonmethodist.org.uk

HUNTINGDON METHODIST CHURCH FIRE AND HEALTH & SAFETY BRIEF GUIDE FOR ALL USERS

- **BEFORE THE EVENT COMMENCES THE HIRER / ORGANISER(S) SHOULD**

1. Familiarise themselves with the layout of the premises.
2. Undertake a risk assessment taking into account the rooms to be used, the activities to be undertaken and the ages and capabilities of those attending.
3. Check that the designated Fire Doors are unlocked or that the means of opening in an emergency are established.
4. Check that all fire exit routes are clear of obstructions to allow pushchairs /wheelchairs etc easy exit .
5. Identify location, type and use of fire extinguishers
6. Plan a means of dialling '999' .
7. Appoint Fire Marshals and brief them on duties.
8. Ensure they are aware of other users in the building.
9. Take a register to determine persons attending their event.
10. Advise those attending the event of the nearest fire exits and exit routes and ,
11. The assembly point in the front Pathfinder House (on the corner of St Mary`s St).
12. If appropriate, incorporate a fire drill into the event

- **IN THE EVENT OF A FIRE THE HIRER/ORGANISER(S) MUST**

13. Dial '999' and report location of fire
14. Evacuate the whole building via nearest fire exits
15. If safe to do so, use an extinguisher and attempt to put out fire
16. Meet in the car park at the front of Pathfinder House. (Turn left out of the Church car park)
17. Check that all members attending the event are present or are accounted for.
18. Notify the emergency services if anyone is not accounted for.
19. Do not Re-enter the Building
20. Notify either the Bookings Secretary or the appointed HMC representative of the fire and the action taken. .

HUNTINGDON METHODIST CHURCH

PREMISES BOOKING ROOM /FACILITIES INFORMATION

The following information provides a brief description of approximate room sizes and available facilities/ equipment

Upper Room – 6.5 m by x 4.1 m

- Accessed by 2 x stone spiral stairways from foyer
- Used during the day by Huntingdonshire Volunteer Bureau
- **Seats 10 to 15 persons comfortably**

Main Worship Area – 14.7 m by x 12 m

- Removable raised stage area at front
- Loop system
- Serving hatch at rear from worship area kitchen
- Moveable chairs
- **Seats 200+**

Worship Area Kitchen 3m x3m

- Used for serving hot and cold drinks
- Has fridge and water heaters.
- Sink and storage space
- Crockery
- No cooking facilities

Back Hall – 12.2 x m by 7.8 x m

- Door to raised stage / Door to connecting corridor
- Serving hatch from Main Kitchen
- Folding stackable chairs and tables.
- **Seats 100+**

Back Hall Kitchen – 6.2 m by 3.6 m

- Often used to cook food to feed 50 to 60+ at church events
- Main kitchen with substantial facilities
 - o Industrial-grade cooker
 - o Warming cupboard
 - o Dishwasher
 - o sinks / storage cupboards
 - Full range of cutlery and crockery.
- Note – if the kitchen is used to cook food, it is strongly recommended that at least one person present must have a current food hygiene certificate.

Sunshine Room – 6.5 m by 3.9 m

- **Seats 15 to 20 comfortably**

Crèche Room -3.5m by 2.5m

- **Seats up to 12 people**

Car parking area in front of church building –

- **space for 25 cars**
- Note that at full capacity 12 of cars are blocked in