



## Tutshill Church: User Agreement 2024

St Luke's Church, Tutshill is available for hire to the community at a cost of £12.50 per hour. St Luke's Room may be used at the same time by a different group at a cost of £6 per hour.

The hirer/user is invited to contact Annabelle Stephens, the Church Administration Assistant [mobile: 07553 779632 [tidenhamadmin@btinternet.com](mailto:tidenhamadmin@btinternet.com)] to discuss details of the proposed hire, and to ensure availability.

The hirer must state the proposed activity to be held on the premises to ensure that the reputation of the church will not be adversely affected. The decision to agree or reject a hire rests exclusively with the Vicar, churchwardens and PCC of Tidenham Parish. Their decision is final. The maximum capacity is 145 seated.

The hirer is required to make a contribution in accordance with the table set out in Appendix B. Payments should be paid in advance by bank transfer where possible.

Each user of the Church will be required to nominate a contact person, who will sign the agreement form and Appendix A, and send it to the Church Administration Assistant, who will forward it to the Churchwardens, Treasurer and Heating Manager. At least 24 hours' notice must be given prior to the start of the hire period. We need to know 24 hours in advance if you wish to cancel, or payment may still be required. The hirer's contact person is deemed to be in charge and able to investigate any difficulties which may arise.

Any user of the premises involving children under the age of 18 years or vulnerable adults, will be required to present a copy of their Disclosure & Barring check, which will be attached to the Application Form.

Tidenham Parish will not be held liable for any damages or injuries sustained by individuals using the premises. Adequate supervision of children is entirely the user's responsibility.

### **Safety Conditions**

- It is the user's responsibility to conduct a written Risk Assessment & provide their own First Aid Kit.
- Smoking is not allowed on the premises.
- The user should immediately acquaint themselves with the location of Fire Exits and extinguishers.
- In the event of a fire please leave the building by the nearest fire exit, telephone 999 and an Emergency Contact below. **Please do not prop open the Fire Doors.**
- The hirer must have access to a mobile phone for emergencies.

### **Housekeeping Instructions**

- Dogs, other than Guide dogs for the Blind or Assistance dogs, are not permitted on the premises.
- It is the user's responsibility to leave the Church as was found, unless previously agreed otherwise.
- The toilets and toilet floors should be checked for cleanliness and toilets flushed before leaving.
- Only sweep not vacuum the Church floor tiles.
- The Served and Kitchen should be clean & tidy before leaving, with all appliances switched off.
- If you are providing tea/ coffee / biscuits etc you must bring your own food and Tea Towels.
- All rubbish produced by the user must be removed from the premises and Churchyard.
- No unauthorised use of the church internet, PA system, Sound Equipment or Musical Instrument.
- No access to Bell Towers, Bells or any area beyond the Communion Rail to the Altar and Sanctuary.
- No unauthorised ball games are permitted within the premises, due to the historical and delicate nature of the buildings.

Tidenham Parish undertakes to make reasonable efforts to give 4 weeks' advance notice to change a regular booking if it subsequently coincides with a Church service booking e.g. a funeral.

A signed copy of this document is kept in the vestry for reference.



**EMERGENCY CONTACTS -**

Nicholette Flatman	Churchwarden	07910 659322
Brian Duerden	Churchwarden	01291 623310
Iain Gardiner	PCC Secretary	01291 624868 or 07738095839
Revd David Treharne	Vicar	01291 760034
Annabelle Stephens	Administration Assistant	07553 779632 <a href="mailto:tidenhamadmin@btinternet.com">tidenhamadmin@btinternet.com</a>

**User's Check List & Agreement**

Do you intend to include St Luke's Room in the hire?	Y	N
Are you bringing any electrical equipment?	Y	N
Do you have a Safeguarding Policy or Statement for this booking?	Y	N
Has a written Risk assessment been undertaken?	Y	N
Do you have your own insurance for this booking?	Y	N

Before leaving the premises, please check each item on this list: –

- All furniture to be returned to its original position, unless agreed otherwise
- Any breakages or damage to be recorded on Breakages and Damage Form, Appendix B, attached
- All rubbish produced by the user must be removed from the premises
- The Church, Servery & Kitchen to be left clean & tidy, all appliances switched off
- Toilets and Toilet floors checked for cleanliness and flushed
- All doors closed/locked

**I confirm that I will comply with the Agreement and above: -**

Name of User/User Group: .....

Contact booking name: .....

Address: .....

Email: ..... Telephone Number: .....

Signed: ..... Date: .....

Time & Date of hire: ..... (including any preparation or cleaning up time)

This Agreement is valid until 31 December 2024 (to be reviewed by the PCC at its November 2024 Meeting)

***A copy to be retained by both parties***



## [Appendix A: Safeguarding and Hire of Church Premises](#)

The Parochial Church Council of Tidenham Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy of the Policies and Statement of Safeguarding Principles is attached to our church notice boards. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this. [\[The requirement for insurance does not apply to one off events such as tea / coffee following a funeral\]](#).

### **In particular this means that:**

- you will comply with good practice guide (see Parish Safeguarding handbook) with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under 18 years old will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
  - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for Tutshill Church is: [Rosalind Seward 07988 607844](#)

E-mail: [tidenhamsafeguarding@gmail.com](mailto:tidenhamsafeguarding@gmail.com)

### **Declaration**

**I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.**

Signed ..... Designation .....

Organisation ..... Date .....

**Please sign two copies, one to be retained by the church, and one by the organisation**



# TIDENHAM PARISH ADULT SAFEGUARDING POLICY

## 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.

The PCC complies with its duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults, as stated in section 5 of the Safeguarding and Clergy Discipline Measure 2016.

We are committed to the: -

- care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- safeguarding and protection of all children, young people and adults when they are vulnerable
- 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.
- 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.
- seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- seek to challenge any abuse of power, especially by anyone in a position of trust.
- 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.

### Contacts

Marion Evans, Adult Safeguarding Officer: 01291 622252

Rosalind Seward, Parish Safeguarding Officer: 07988 607844

Revd David Treharne, Vicar Tidenham Parish: 01291 760034

**Signed Revd David Treharne, Vicar**

**Dated: 13 June 2023**



## Appendix B

**Table of Contributions, Tutshill Church January 2024**

Group	Title	Definition	Contribution
<b>1</b>	Scheduled Christian worship services	Christian public worship and school assemblies organised by or for local schools	NIL
<b>2</b>	Fundraising Events and rehearsals	Events organised by or on behalf of Tidenham PCC	NIL
<b>3A</b>	Church / Community Group Events in St Luke's room	e.g. toddlers group / local club meeting / choir	£6 per hour / or part
<b>3B</b>	Church / Community Group Events in Tutshill church	e.g. mothers and babies group / community dancing / singing / folk group etc	£12.50 per hour /or part
<b>4A</b>	Private events in St Luke's room	organised by one of our worshipping community – e.g. birthday party with outside catering	£6 per hour / or part
<b>4B</b>	Private events in Tutshill church	organised by one of our worshipping community – e.g. birthday party with outside catering	£12.50 per hour /or part
<b>5</b>	Private Events following special church services – Weddings / funerals etc	where a family wants to organise a gathering for family members, includes fee to provide tea, coffee and biscuits, and clearing up	£50 per hour

## NOTES

- 1 Tea and coffee facilities are available and charged at a flat rate of £4.00 per session for use of tea, coffee, sugar and equipment.
- 2 Payments should be made in advance, if possible, to the Parish Bank Account as follows:

Tidenham Parochial Church Council  
Sort Code 30-91-89  
Account Number 00304754

Please include as your reference 'the event name and date' and email the parish administrator [tidenhamadmin@btinternet.com](mailto:tidenhamadmin@btinternet.com).



## Appendix C

### **Breakages and Damage Form**

The user is solely responsible for ensuring the premises and its contents are treated with respect.

Any items which are damaged or broken will need to be replaced or the cost of a repair paid for by the user.

Name of User/User Group: .....

Contact booking name: .....

Telephone Number: .....

Time & Date of hire: .....

<b><u>Description of Item</u></b>	<b><u>Detail of damage or breakage</u></b>	<b><u>Action Taken</u></b>