

NEW ROAD BAPTIST CHURCH
CONDITIONS FOR THE USE OF THE CHURCH PREMISES

Thank you for using New Road Baptist Church for your meeting/event. We want to try and ensure that your group has an effective and safe meeting on the church premises. Therefore please can all leaders of groups using the premises please note the following conditions of use, and ensure relevant sections are briefed to the people in your group:

1. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible.
2. The agreed fee for the use of the accommodation must be paid in advance of the hiring.
3. The accommodation may only be used by the organisation and for the purpose and during the period indicated on the booking form.
4. After the use of the premises it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring and the hirer must ensure that all lights are turned out and all doors and windows properly secured.
5. The User is responsible for all damage (other than fair wear and tear) to the accommodation or any of the church's fixtures and fittings or equipment which is occasioned in whatever way by the use of the accommodation. The User has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
6. The church building is accessed via electronic keyfob (and keys for certain rooms), which will allow access to the premises at the specified times. The fob/keys must be returned to the church office after use. If this is not returned, an additional charge of £10 will be made for each fob or key replacement. If lost please inform the church office as soon as possible so that the system can be updated to prevent unauthorised access.
7. The User must not leave in the accommodation any equipment, furniture or articles of any kind unless by prior written agreement from the church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
8. The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises. The church may be entitled at any time on giving reasonable notice to the User require the User to transfer if possible to alternative or comparable space and accommodation elsewhere within the building. From time to time routine maintenance activities need to be undertaken during normal working hours. Wherever possible prior warning shall be given to the User of the need to access the room during their hire period, and any disruption shall be kept to a minimum.
9. Where premises are to be used by children or vulnerable adults, the User agrees to comply with the church's Safeguarding policy (which is available on request) or an equivalent policy, and shall ensure that these individuals are adequately supervised at all times.
10. The User must ensure that during the use of the premises that no person smokes and that no alcohol is supplied or consumed.
11. There is no parking available at the church. No parking is permitted on the forecourt unless prior permission has been gained from the church office (in accordance with our Bonn Square Management Agreement with the City Council).
12. Please feel free to use the notice boards provided in the front lobby and in most of the rooms to sign people to the room you have booked. However no signs/posters etc should be stuck on the walls. Signs on the glass entrance door should be placed in the holder provided.
13. Working closely with the surrounding city centre community is important to us. Therefore please be considerate of our neighbours and the general public when using the premises with respect to noise levels and any activities on Bonn Square. Use of banners/display boards etc for publicity should be agreed with the church office at the time of booking.
14. Use of equipment on the premises such as the piano, organ and kitchen must be included when making the booking.
15. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User.

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Emergency Procedures & Security

16. If a fire is detected raise the alarm by sounding your nearest fire alarm point, and dial 999 for the Fire Brigade. You should familiarise yourself with the fire extinguishers that are located in each room (please ensure it is the correct type for the fire you are tackling), but these should only be used if this can be done without personal harm. Make sure you are aware of the fire exits and alarms and can quickly evacuate your group in case of fire, to the fire assembly point on the church forecourt. The lifts must not be used if there is a fire, so special arrangements should be considered in advance where your group includes those not able to use the stairs. Please ensure when you unlock the room you are using, that you also unlock the room's fire exit. A summary of the fire instructions are on display in each room.
17. If you are using the main chapel building, please ensure that all fire escape doors are kept unlocked during your meeting, and locked when vacating the chapel.
18. All corridors must be kept clear at all times. Under no circumstances should bikes be brought into the premises – please use the cycle parking facilities located in the city centre.
19. The User is responsible for ensuring the maximum capacity of each room is not exceeded. The capacity is as follows:
 - a. Chapel – 150 people (ground floor, see below)
 - b. Tidmarsh – 80 people (seated in rows)
 - c. Mint House – 25 people
 - d. Other rooms – refer to church office
20. The chapel gallery must not be used unless specifically agreed, with a separate risk assessment, due to its low handrails. Depending on the event, temporary guardrails may need to be provided.
21. In the event of an emergency, please let the designated church contact number know:
Church Emergency contacts (in order):

1) Church Office (Richard Haggis) (9-2 Mon-Fri)	01865 798235
2) Emma & Siobhan	07533 541525
3) Deborah Rooke	01865 288149
4) Richard Haggis	01865 750068
22. Should the lift suffer a breakdown there is an emergency button that will dial directly through to the church office/lift maintenance company to raise the alarm.
23. The User shall ensure the signing in/out book is completed in the front entrance. The User is responsible for the security of the entrance door of the building – the video intercom system is provided in many of the rooms to allow the door to be opened remotely. The intercom systems has different buttons provided for each room – please inform your guests which room your event is being held in to allow easier access.

First Aid & Health & Safety

24. Users should ensure they have adequate first aid provision for the activity they are organising. Further guidance is available on the HSE website. First aid boxes are located:
 - 1) Outside the kitchen on the ground floor;
 - 2) In the 'Old Mint' coffee house.
25. Any accident should be recorded in the accident book available with the first aid kit on the ground floor corridor. Completed accident forms should be returned to the church administrator, and the administrator notified of any materials used from the first aid kit (you will not be charged for these).
26. It is your responsibility to ensure that any electrical items you bring into the building are safe i.e. PAT tested where required (refer to HSE website for more details). Any electrical equipment other than audio/computer equipment requires permission from the church office.
27. If the kitchen is being used for food preparation/serving, the User shall ensure that the relevant food hygiene training/guidance is followed. A copy of key guidance is displayed in the kitchen for reference. Please ensure instructions for the dishwasher are followed.

We want to ensure these premises meet your needs & expectations of your group – therefore if you find anything on the premises which is damaged or missing, or you have any suggestions for how we can improve the service we provide for you please let the church office know.

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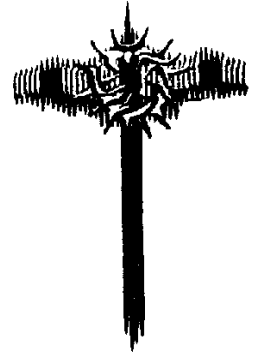
Bonn Square

Oxford, OX1 1LQ

Church Office – (01865) 798 235

Please visit our website: www.newroad.org.uk

Church office email address: officenewroadbaptist@yahoo.co.uk



Room Booking Form

Name of organisation

Hirer (name).....

Address.....

.....

.....postcode.....

Telephone: Mobile.....

Email

Keyholder for hiring organisation

Person responsible for housekeeping

Purpose/nature of event & organisation

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Are you a charity – if so please provide Registered Charity No

Do you have a Safeguarding Policy?.....Y / N..... If Y, please provide a copy with your booking. If N, please confirm you will comply with the New Road Baptist Church Policy (available if required)?.....Y / N.....

Room (s) Booked

Equipment needed

Anticipated number of attendees (approx)

Date of hire:

Times (inc set up and clearing away):

Hire charge Total

We undertake to comply with the room hire conditions for these premises (see attached sheet).

Signed Position

By signing this form, I consent to my details above being entered onto our church database for communicating with you. This is for internal use only and access is controlled in accordance with GDPR. Your details will not be shared with third parties.