

Craiglockhart Church - Use of Premises User Information and Guidelines

The user confirms by agreement on the Hall Booking Request Form that the Church's guidelines regulating use of the Premises have been read and they understand the implications of them for their organisation. The user undertakes to abide by the terms of these guidelines and to ensure that all persons participating in the user's activities during the period of use abide by the terms of these guidelines.

CONDITION The user will make good any damage caused to the premises.

USE The Church Halls and Kitchen will only be used for the normal activities of the user as described on the Hall Booking Request Form, or for such other purposes as the Kirk Session may specifically authorise.

SECURING **The Responsible Person** shall be responsible for ensuring that all lights in the premises are switched off and that the premises, and that all doors are locked when leaving the premises. **The Responsible Person** shall be solely responsible for the keys provided for the premises and will not give them to any other person without the prior approval of the Session.

ALTERATIONS The user shall not make any alterations to the premises.

TEMPORARY SUSPENSION OF USE The Session reserves the right, on giving such notice to the user as is practicable in the circumstances, to temporarily suspend the users. use of the premises where the Session requires the use of the premises for some other purpose. No charge will be payable by the user during such a period of suspension and where the user has paid in advance the Session will refund payment for use of the premises in respect of that period.

INDEMNITY The user shall indemnify the Kirk Session of Craiglockhart Parish Church in respect of all loss sustained by, and claims made against, either or both arising from the use of the premises by the user. Such indemnity shall include the cost, including legal expenses, incurred by the said Kirk Session, in defending or settling such claims. The user, in granting such indemnity, shall be entitled to take over and conduct the defence of such claims.

INSURANCE The user shall be responsible for providing adequate insurance cover for themselves, those associated with them and their equipment and any property they bring into the premises in connection with their use of them. The Kirk Session shall require evidence of the relevant insurance policies as part of the Hall Booking Request process. **Please note that any event booking made by any non-Church organisation will not be covered by the Church's Public Liability Insurance Policy.**

ORGANISATIONS DEALING WITH CHILDREN / YOUNG PEOPLE/PROTECTED ADULTS

The users confirm that they are aware of the requirements of the relevant legislation relating to regulated work with children, young people and protected adults. Where the premises will be used for such work, they further confirm they have made themselves familiar with the relevant **Church of Scotland Safeguarding materials**, that they understand them and will follow the provisions contained therein in regulated work with children, young people and protected adults. The users further confirm that they have adopted a recruitment procedure for working with children, young people and protected adults which, where appropriate, requires staff (whether employees or volunteers) to be members of the PVG ('Protection of Vulnerable Groups') Scheme. It is agreed that if the users are found to be in breach of this provision, this agreement will terminate with immediate effect. **The church Safeguarding Panel would encourage all hall users to have a risk assessment in place for their activities. To help with this a copy of the Church of Scotland Guidelines for Risk Assessments is available on request from office@craiglockhartchurch.org. This can be used as a template for your own risk assessment.**