

# Ely City Church

## Conditions of Hire

### 1. Space Offered

Three Rooms are available for hire together or separately, which are the main hall, the smaller room (known as the schoolroom) behind it, and the Emmaus Room. In addition, there is a kitchen and toilets (one for users with disabilities). Hire includes use of the kitchen, including use of crockery etc for making beverages and light refreshments. If you wish to use the cooker, dishwasher or coffee machine, please discuss and agree this with us at the time of booking. We ask for items used to be left in the condition found.

### 2. Insurance

All groups, whether hiring the rooms regularly or ad hoc, must take out their own public liability insurance: this is a condition of our insurers. Proof of public liability insurance will be required. Our Insurers, Kingdom Bank, may be able to provide this cover if you need it. They can be contacted on 0115 921 7250. Private individuals hiring the rooms are covered for public liability under a hirer's indemnity cover extension to the Church's insurance policy. The additional premium for this cover is already included in the charge we make to private hirers. We would draw the attention of private hirers to the notice about this cover which gives details of what is covered and the amount of the cover. This notice is included in the information we give to hirers. Ely City Church groups have public liability insurance as part of the Church's insurance policy.

### 3. Bookings Contact

Please email [room.hire@elycitychurch.co.uk](mailto:room.hire@elycitychurch.co.uk) or, if that is not possible, telephone the church leaders on 01353 662172. Completed booking forms should be returned to: Senior Leadership, Ely City Church, 15a Silver Street, Ely CB7 4JF. The key to the back door is stored in a key safe mounted on the outside wall of the building, on the right-hand side of the front porch, to the left of the metal letterbox. The key safe combination (also known as the key code) for the key safe can be obtained from the Senior Leadership or other contact. Please contact during the week before your event to obtain the key code.

**4. Responsible person** Hirers must nominate a responsible person who will take responsibility for all that happens during the hire. For regular users, one person must be named who will be present on each occasion of the booking. The responsible person will be responsible for retrieving the key from the key safe, opening up, turning the heating on and off, locking up, returning the key to the key safe and unsetting the combination on it, tidying up and leaving the

building in the condition they found it.

**5. Cleaning** Please ensure that you tidy up after your hire. If, in the view of the Senior Leadership, additional cleaning is required after a hire, Ely City Church reserve the right to charge extra for this.

See also **Section 18 COVID-19 Precautions and Cleaning.**

1

## **6. Opening Hours**

The rooms will be available from 08.00 am until 10.30 pm. Activities will however be required to end by 10.00 pm allowing time for people to leave and the rooms to be cleaned.

## **7. Damage**

All damage, however caused, should be reported and where appropriate a charge will be made. Please do not simply replace what is damaged. Please report immediately to the Senior Leadership if the condition of any of the rooms on arrival is unacceptable.

## **8. No Smoking**

There is to be no smoking in any part of Ely City Church's buildings.

## **9. Alcohol**

The building is the property of The Ninety-Nine Plus One Trust held on behalf of Ely City Church. Alcohol may be served but must not be sold on the premises.

## **10. Safety**

All accidents other than minor ones must be recorded in the accident book. Users must familiarise themselves with the positions of fire extinguishers, fire blanket and First Aid kit. All leaders should have an emergency plan in case of fire in any of the rooms. For regular users a fire drill should be carried out.

## **11. Electricity**

In the event of the electricity failing (in part or whole), the electric trip switches are located in the little upper cupboard in the kitchen. Please familiarise yourself with their operation. Electrical equipment used in Ely City Church's buildings is checked and certified as required by our insurers. Groups are asked to ensure their equipment is in good condition and to have it checked periodically.

## **12. Child Protection Policy**

All regular (more than 3 bookings a year) groups involving children (under 18) are asked to submit their Child Protection Policy to the church's Children's Safeguarding Officer (a notice is displayed at the back of the main hall with their contact details), or to the Senior Leadership, at the time of booking and to ensure that the correct ratio of adult leaders to children is adhered to at all times. The hirer must ensure that all adults involved with children have the appropriate current DBS clearance. The church's Children's Safeguarding Officer may ask for evidence of

2

this. No adult may be left alone with children until they have passed the appropriate checks.

### **13. Types of Activities**

Given the special nature of the building as a Christian church, the trustees request that consideration be given to this in the types of activities conducted. In particular, we request that no religious or esoteric activities be conducted that are not of a specifically Christian nature. If in doubt, please ask the Senior Leadership.

### **13. Consideration for others**

Ely City Church is located in a residential area, so please ensure that your event does not create excessive noise. Please ensure your guests leave quietly at the close of your event. Car doors banging and loud talk can disturb the local residents. Before leaving please ensure that:

- All rooms clean and tidy.
- Tables are wiped clean.
- The kitchen is clean and all items are put away.
- All recyclable rubbish is placed in the appropriate bin outside the back door.
- All other rubbish is either taken away or placed in the dustbin outside the back door.
- The heating is off.
- All windows are shut and curtains drawn.
- The doors are shut and the building is secure.

### **14 Hire Costs**

The Senior Leadership will advise about the appropriate room hire charges for your group/activity.

### **15 Storage.**

There are no storage facilities. Please do not leave items behind.

### **17 Comments**

Any comments regarding your hire should be addressed to the Senior Leadership (see the leaders named in the About Us page of our website).

### **18 COVID-19 Precautions and Cleaning**

The trustees require that hirers of the building prepare a risk assessment of their proposed hire in terms of how they propose to mitigate the risk of transmission of the COVID-19 virus. Until

further notice, hirers must respect the following cleaning measures and building use restrictions, in addition to the standard cleaning measures listed under **Sections 5 Cleaning** and **13 Consideration for Others**.

- All internal and external door handles that will be used must be wiped with a covid-effective alcoholic gel or liquid before and after the hiring.
- Attendees of the event must wear either face masks or visors.
- Social distancing guidelines must be adhered to.
- The principle of entering and leaving the building by different doors must be adhered to, we recommend that the main building doors be used for entry and the side fire escape door be used for egress; the rear door should only be used by the person organising the event and locked except when they are personally entering/leaving the building at the start/end of the event.
- The kitchen and Emmaus Room are closed to hirers until further notice.
- When the weather permits it, windows and doors should be kept open to allow the free flow of air (when the weather is inclement this requirement is relaxed).

If there are any ways in which we can help your function be more successful, please let us know.

*Revised October 2020.*