



## **Dorking Christian Centre Policy Statement**

The Dorking Christian Centre is owned and managed by the Methodist Church, in accordance with the Standing Orders of the Methodist Church of Great Britain. The Centre is also bound by relevant legislation and statutory guidance which takes precedence over any local policies. All policies listed below form part of the terms and conditions for use of the building. For further detailed information contact the [Centre Managers](#)

### **Hiring & Clearing away**

All users are responsible for leaving the Centre in a tidy state. Furniture should be returned to original positions; and washing up should be done and put away. Any breakages or damage should be reported to the Centre Managers and may need to be paid for. **Each hirer is responsible for their own setting up and clearing away and this should be included in the booking times.**

### **Cancellation of bookings**

A 20% fee may be charged for late cancellations. Hirers should check individual terms on invoices for full details. If bookings have to be cancelled by the Centre for any reason the compensation to the hirer is limited to the hiring fee.

### **Parking**

There is **no parking** for hirers or their clients at the Christian Centre. The nearest pay & display parking is at St Martin's Walk car park. Please note that the car park adjacent to the Centre is owned by St Martin's Church and is for church use only.

### **Security**

The Centre operates a timed security door lock. **Hirers must not prop these doors** open. Hirers are responsible for closing windows, shutting fire doors, and turning off lights after use. Penalty fees will be charged if managers are called out after hours to secure the building.

### **Fire Safety**

Our building has been inspected for Fire Safety, and is fitted with an approved fire alarm system. A fire risk assessment has been carried out for the 'normal' use of the building. Hirers are reminded that they should carry out their own fire risk assessment, and make an appropriate evacuation plan for their own particular use. There are three main protected fire exits from the building; these are all clearly marked. It is not permitted to block fire exits, to prop open fire doors, or to remove or tamper with any of the fire protection equipment. Any extraordinary out of hours use of the premises (other than the attached flat) must be notified to the local fire brigade via the Centre Manager.

## **Safe Guarding Children and Vulnerable Adults**

We comply with the Home Office Safe from Harm recommendations, as expressed in the Methodist Safeguarding policy. All key holders, hirers and volunteers that will come into contact with children or vulnerable adults at the Centre are required to have signed the relevant safeguarding declaration.

## **Health and Hygiene**

All our cooks have completed Health and Hygiene certificates. Hirers and volunteers are required to comply with statutory guidance for food handlers published and available on site.

## **Smoking**

Smoking is not permitted anywhere in the Centre.

## **Insurance**

The Centre is covered by Public Liability Insurance for all activities managed directly on the premises. This may not cover all activities carried out on the premises by hirers. Hirers will want to satisfy themselves that they have sufficient insurance. Specifically hirers should note that any breach in the terms and conditions of hire may render their cover under the Centre's insurance void.

## **Risk Assessment**

The Trustees and Centre Managers have conducted a general risk assessment of the building, and ensured that all necessary action has been taken. Hirers are responsible for carrying out their own risk assessment to satisfy themselves that their particular use of the building will be safe. (Note particularly references to insurance and fire safety above.)

## **Licences**

Where hirers are applying for licences of any sort for their event, they should notify the Centre Managers. Events requiring an events licence, dramatic performance licence, or similar require the permission of the Church's Trustees.

## **Performance Rights**

It is a legal requirement to gain permission to play music, live or recorded, outside the home. The Christian Centre has limited PRS/PPL licences. Please inform the Centre Managers if you will be playing music as part of your use of the premises. Private functions (wedding receptions, parties etc.) are exempt.

## **Maximum Numbers**

These are the maximum permitted numbers in each room. Capacity will be affected by room layout. Users are responsible for ensuring that room layout and number of people does not prevent safe evacuation. Large Hall and Small Hall combined (210), café area (80), Upper Lounge (40), Upper Lecture (40), Counseling room (6), Small back room (8), Offices (8). Total numbers in the building will not exceed 250 in normal use. However for some events we will



allow up to 370 people in the building. Managers must be notified on these occasions.

## **Alcohol**

The Methodist Church's Standing Orders state that alcohol cannot be supplied, sold or used on Methodist premises, nor may Methodist premises be used to promote the use or sale of intoxicants. The Christian Centre is a shared resource with the Anglican Church and as such there are circumstances when alcohol may be served. Alcohol must **never be sold or seen to be sold** on the premises. That means there must be no exchange of money for alcohol even if **requested as a donation**. If you feel it necessary to serve wine at your event, you need to include it in your event's ticket price. (We would prefer it, in an ideal world, if wines and spirits were not offered as raffle prizes). We are not licensed premises and under no circumstances should you attempt to obtain a council licence as the Trustees are unable to give consent.

## **Gambling**

Methodist churches are now, under Standing Order 924, allowed to hold small raffles on Methodist premises where the sum expended on prizes does not exceed £50, none of the prizes may be cash prizes, and the raffle must not be 'a substantial inducement' for persons to attend the event. No other forms of gambling are permitted on Methodist premises or at Methodist events.

## **Political Meetings**

Occasional use of the Centre for political meetings by non-Methodist bodies is permitted. However, it is not permitted to submit resolutions or take votes on political matters during any Methodist meeting. It is not permitted to invite signatures for petitions on political matters during any Methodist meeting for public religious worship, or while the congregations are assembling or dispersing.

## **Prohibited uses**

The Centre exists as a part of the life of the Church. Entertainment and uses that are inconsistent with the standards of the Church or inimical to the spiritual life and purpose of the Church may not be permitted on Methodist premises. The discretion of the Management the Centre, the Minister of the Church and or the Superintendent Minister of the Circuit apply in these cases.

**Updated January 2016**