

# **Room booking policy and Terms & Conditions**

This policy should be read and understood by all enquirers at the time of booking.

## **Use of conference facilities**

Our building is dedicated to the glory of God and the extension of His Kingdom and we welcome individuals and groups from both within the church and community who are sympathetic to these purposes.

We offer low cost room hire and conference facilities for Christian organizations, voluntary groups, community organizations, charities and a limited amount to organisations which fall outside our charitable purpose. Each application is processed by Orangefield Presbyterian Church Business Committee for approval under our church's 5 purposes of Worship, Fellowship, Discipleship, Service and Outreach.

It is a requirement that all users of our facilities should;

- Abide by requirements set out by Orangefield Presbyterian Church Child Protection Policy & Practise
- Abide by the general health and safety rules and procedures;
- Emphasise, and encourage, an acceptable level of behaviour and conduct of individuals and organisations for the benefit of all members of the congregation, other facility users and employees.

Possession or consumption of alcohol or drugs is not permitted either in the building or on church grounds. Smoking is not permitted in the building. No food or drinks, except bottled water, are permitted in the auditorium without prior agreement of Facility Manager or Session Business Committee. After use, the facilities, including stores, must be left in a clean, tidy and safe condition. Litter must be collected and put in the waste bins provided.

## **Use of Car Park**

Anyone using the car park does so at his or her own risk. The Committee will not accept any responsibility for any loss of, or damage to, any vehicle or its contents while it is parked in the Church car park.

Vehicles must be parked in the marked parking bays and must not obstruct the main entrance to the car park.

VEHICLES MUST NOT BE DRIVEN IN THE CAR PARK AT MORE THAN 5 MILES PER HOUR. DRIVERS MUST WATCH OUT FOR CHILDREN.

## **Loss or Damage**

All breakages, damage or loss must be reported to Facilities Manager or office staff immediately. The person, group or organisation using the equipment may, at the

discretion of the Committee, be charged for all or part of the cost of repairing or replacing the lost or damaged items.

### **Availability**

Daytime and evening bookings are subject to Orangefield Presbyterian Church internal organizations. Weekend bookings are available subject to staff availability.

### **Booking confirmation by facility user**

Each application form is processed by Orangefield Presbyterian Church Business Committee for approval and appropriate costs calculated and advised. All bookings are considered as provisional until approved by Orangefield Presbyterian Church Business Committee. The completed and approved booking form will act as a contract between Orangefield Presbyterian Church and the client. Final set up, times, numbers, menus and special requirements must be confirmed at least seven days prior to the event. A refundable deposit may be requested to cover loss, damages etc.

### **Amendments or cancellation by facility user**

In the unfortunate circumstance that you have to cancel, postpone or amend your confirmed booking please ensure you give at least **one week's notice**. If less than one week's notice is given for cancellation or postponement then the full charge of the booking will be incurred. This may also include any food ordered. Should the facility user make significant changes to the programme or the expected number of guests, this may result in amendments in the applicable rates and/or facilities offered by Orangefield Presbyterian Church.

### **Amendments or cancellation by Orangefield Presbyterian Church**

Should Orangefield Presbyterian Church for reasons beyond its control need to make any amendments to your booking (e.g. funeral) we reserve the right to offer an alternative choice of facilities.

### **Orangefield Presbyterian Church may cancel the booking:**

1. If the organisation booking does not fall within the criteria described under 'Use of Conference Facilities'.
2. If the client is in arrears of previous payments.
3. If the client has failed to adhere to the terms and conditions outlined in this document.

### **Required information**

In order for your event to run smoothly, we need as much information as possible. Please tell us about all your requirements prior to the event so that we can ensure that we have the staff and resources to meet all your needs.

In order to book a room you will have to provide the following information:

1. The email/contact details of the person responsible at Orangefield Presbyterian Church on the day of the event (speaker/trainer/facilitator).
2. Date and time of event.
3. Number of attendees.
4. Equipment requirements (equipment needs to be pre-booked in order to ensure availability).
5. Catering requirements.
6. Set up of room (theatre, classroom, etc).

The capacity of rooms may vary according to room set up, therefore this should be agreed at time of booking. Prior to the event, trainers and facilitators are welcome to call to the premises to familiarise themselves with room layout or discuss this with the Facilities Manager, David Irvine.

Staff may not always be available on the day of event to rearrange room setup. Therefore it is best to agree room set up prior to the event to ensure that Orangefield Presbyterian Church staff are able to meet all your requirements.

Arrive early to the event to ensure the room is just how you want it. Staff will be happy to help with any last minute adjustments.

Please note: Blu-tack and sellotape should not be used on walls. Flipcharts, notice boards and "Magic Whiteboard" Sheets are available which enable you to display on the walls around the room. Costs of any damage or repairs to Orangefield Presbyterian Church property will be incurred by the user.

### **Health and Safety**

In the interests of health and safety users are asked not to move furniture. All trainers or facilitators are asked to familiarise themselves with the Fire and Evacuation procedures which will be supplied on arrival. This should be addressed at the beginning of any session or conference and attendees should be informed of the procedure. If in doubt Orangefield Presbyterian Church staff is available to help or explain the Health and Safety procedures, please contact reception.