Catshill Methodist Church
Buildings Bookings and Lettings Policy

Date Policy accepted by Church Council: **Sept 14th 2026** **Date of next revue:** **Sept '27**

Terminology:
"**Premises**" – All the premises that are part of Catshill Methodist Church including the church, youth hall, extra rooms and car park.
"**Church**" – The authority of the church as represented by the Managing Trustees and Church Council of Catshill Methodist Church including the Annual Church Meeting.
"**TMCP**" - Trustees for Methodist Church Purposes (https://www.tmcp.org.uk)

1. Introduction

1.1. The **Premises** are essentially there for worship and church based activities, and as such these will take precedence over other activities, whenever possible, although existing contractual agreements with regular users may not always make this feasible.

1.2. Use of and booking of the **Premises** will always be subject to the normal rules and Standing Orders of the Methodist Conference Methodist e.g. no alcohol, gambling etc.

2. Bookings

2.1. All bookings, apart from regular worship, must be booked with the Bookings Secretary, appointed by the **Church**.

2.2. A Bookings Register will be held and will available through the church website (www.catshillmethodists.org.uk) for reference. It will show booked times and dates, apart from normal worship i.e. currently 10.30 a.m. on Sundays, which is a constant.

2.3. Bookings may be regular e.g. weekly, monthly or "one-offs" (a single event booking).

3. Regular Bookings

3.1. There are 3 distinct types of potential Regular Bookings as follows:

3.1.1. Groups under the control of the **Church** - no formal agreement is required for these groups although meeting dates should be provided to the Bookings Secretary to avoid clashes of dates.

3.1.2. Pre School Groups – these will have a **TMCP** standard **"*Pre School Licence*"** agreement, which will be renewed annually.

3.1.3. Groups not under the control of the **Church** will have a **TMCP** ***"Standard Licence"*** agreement, renewed annually.

3.2. Any requests for regular bookings that could be deemed to be controversial will be referred to the **Church** for authority before acceptance.

3.3. Requests for bookings for regular use of the car park (i.e. for parking purposes not part of any of the groups in 3.1 to 3.3 above) will be discussed by the **Church** and any Licence checked/agreed with **TMCP** before acceptance.

3.4. Regular users of the **Premises** (except those under the control of the Church) will be invoiced monthly, based on an hourly rate, unless otherwise agreed in writing. The Bookings Secretary or their appointed representative will produce and send the invoices to the users and send a list of the users and amounts to the Church Treasurer so that payments can be checked and verified.

3.5. Both the **Pre School Licence** and the **Standard Licence** agreements include references to the hirer's responsibility for **Safeguarding** and **Liability Insurance** both of which need to be checked regularly to ensure they are compliant with Methodist requirements.

3.6. A “user’s meeting” should be held, when required, to allow regular users of the premises to be advised of any Health and Safety issues or changes, e.g. relating to fire precautions etc.

4. Occasional or “One Off” Bookings

4.1. Bookings related to church activities, such as church, circuit and district meetings, weddings, funerals etc will be recorded on the Bookings Register. No formal documentation is required for these and no charges will be made.

4.2. All other bookings e.g. children’s parties, one off bookings for external organisations will be booked through the Bookings Secretary and a Licence, similar to, but shorter than the standard licence for regular bookings, will be used and signed by the hirer. Bookings not acceptable without prior agreement with the **Church** include:

4.2.1. Parties for teenagers or adults except for those of church members or where church members are closely involved with the arrangement.

4.2.2. Events involving animals except guide dogs and assistance dogs.

4.2.3. Events with outside music e.g. bar-b-cues or those that could cause excessive noise, unless related directly to the church.

4.3. All one off or occasional bookings, except those made by church members and people known to the church, must be made a minimum of 7 days in advance of the date of hire. In addition the Licence must be signed and payment received (by direct payment or cash) a minimum of 7 days in advance. A hirer wishing to pay by cheque must do so 14 days in advance.

4.4. One off users will not receive an invoice unless they specifically request one.

4.5. Deposits of up to £200, against any potential damage, may be requested at the discretion of the Booking Secretary.

4.6. Payments received in advance where the event is subsequently cancelled will only be returned if the cancellation is made a minimum of 24 hours in advance of the event.

4.7. On the day of hire, a member of the Management Committee, or someone acting on their behalf, will open up the premises, show the hirer(s) the facilities and point out fire exits and any other relevant Health and Safety requirements. A phone number should be left with the hirer in case of emergency, and a member of the Management Committee, or someone acting on their behalf, will attend the end of the hire to ensure all is in order, lights etc. have been switched off, and lock up the premises.

5. Hourly rates

Hourly rates for bookings will be reviewed and set annually by the Management Committee.

6. Keys and Key Register

No keys will be supplied to occasional or one off hirers, and in addition, no keys will be supplied to regular hirers unless a Methodist “Safeguarding Form D Keyholder Declaration” has been completed and signed. The Bookings Secretary will be responsible for managing spare keys and completed Forms and a Key Register will be kept, in the Vestry, to ensure all keys are accounted for.

Signed _____ (Booking Secretary)