

# GOFFS OAK METHODIST CHURCH

## USE OF PREMISES POLICY

*Goffs Oak Methodist Church desires its premises to be used to the glory of God and the benefit of others - including local community groups. This policy allows that to be accomplished within the regulations and the practices of the Methodist Church concerning its buildings.*

*The Methodist Church requires that use of its buildings by outside organisations is regulated legally. Use of its premises may be offered to organisations under a licence by which the days/times of use, and the terms and conditions, are detailed in a legal agreement*

### TYPE OF GROUPS

The nature of groups being offered a licence shall be compatible with the social ethos and policies of the Methodist Church.  
Bookings for 'competing' organisations will be avoided.

### DAYS/TIMES

**No bookings will be made for Sundays or during Holy Week**  
Saturday and weekday bookings shall be limited to between 8am and 10pm.

### EXTENT OF PREMISES AVAILABLE

The available premises are the main hall, the small hall, the meeting room and the lounge. The kitchen may be made available, provided organisations supply their own food/drink. No alcohol may be brought on to the premises.

### APPLICATIONS

All requests for use of the premises shall be dealt with by the Lettings Steward, consulting with the Property Steward, Senior Steward, and the Minister as appropriate.

All bookings will be subject to the provision of a signed licence or booking form, copies of relevant insurance documents, and DBS forms if required. Keys will be provided to regular users, subject to the completion of the appropriate key holder form

### CHARGES

Charges for regular and occasional hiring will be reviewed annually by the Finance/Property Committee, to begin from 1<sup>st</sup> September each year.  
No charges will be made for the Circuit or the uniformed organisations.  
Invoices will be issued monthly and payment must be by cheque or online.