

STAINES METHODIST CHURCH **BOOKING AND USE OF PREMISES**

The use of the premises of Staines Methodist Church, which comprises the Main Hall, Lounge and Kitchen downstairs, and the Small Hall (or Room 1), Room 2, Room 3 and Kitchen upstairs, is welcomed by the Church Council, subject to the following conditions.

- **Constraints:** Use of the premises is subject to the approval of the Church Council who respectfully request that Rowdiness, Smoking, Consumption of Alcohol, Gambling and the promotion of commercial interests, should not take place on the premises.
- **Limitations:** The Church does not have a Caretaker and therefore you are responsible for your own physical arrangements of the setting out of chairs and tables, putting them back in place at the close of your meeting, and ensuring that rooms are clean and tidy after use.
- **Safeguarding:** It is a legal requirement of the Methodist Church that all users of the premises are aware of the document entitled “**Safeguarding**” relating to the care and welfare of children and young people on church premises, a copy of which is displayed on the Church Noticeboard.
- **Charges:** In order to cover the cost of maintenance and everyday running expenses of the building (heating, lighting, cleaning etc), the charges for the use of the premises have been fixed in accordance with the scale of charges shown below.
- **Car Parking:** Users are asked to note that the curved driveway outside the church is for dropping off only, since it is needed for occasional car parking by the Minister or Officers of the Church. Parking is available nearby on the Riverside or Tothill Multi-storey Car Parks.
- **Church Closure:** Occasionally the premises have to be used for funerals or other church functions. We try to avoid times when the premises has been booked in advance, but if this cannot be avoided then you will be informed as soon as possible, and the booking charge refunded.
- **Booking:** To book the premises and make arrangements about collecting and returning keys, please contact the **Booking Secretary:**

Matt Sendorek
Tel: 01784 459984
email: bookings@stainemethodistchurch.org.uk
(or matt.sendorek@btinternet.com)

- **Payment:** Payment for the hire of the premises should normally be made in advance of the booking date. Cheques should be made payable to “**STAINES METHODIST CHURCH**”. You are advised that receipts will not normally be issued unless specifically requested and if required to be sent by post a stamped addressed envelope should be included with the request.
- **Cancellation of bookings:** The full charge will be made for bookings unless cancelled by the hirer in advance.
- **Correspondence:** Payments and all correspondence regarding bookings should be sent to:

Matt Sendorek
107b Chertsey Lane
STAINES
Middlesex TW18 3LQ

SCALE OF CHARGES FOR USE OF STAINES METHODIST CHURCH PREMISES

The hourly charges applicable to bookings made from September 2022 for one-off use of our premises are shown below. The minimum hire period is two hours and longer periods are charged in whole hours.

	<i>Commercial</i>		<i>Standard</i>		<i>Community</i>	
	Weekdays (to 6pm)	Evenings, weekends	Weekdays (to 6pm)	Evenings, weekends	Weekdays (to 6pm)	Evenings, weekends
Lounge	£13	£19	£10	£15	£8	£12
Room 1	£17	£25	£14	£20	£11	£16
Hall	£23	£34	£18	£27	£15	£22
Hall (with partition opened)	£30	£45	£24	£36	£20	£29

The *commercial* rate applies to use by companies and commercial enterprises

The *standard* rate applies to use by groups and private individuals

The *community* rate applies to use by charitable organisations and for community activities

Discounts are available for regular weekly usage.

For full details please contact the Booking Secretary.