

Lettings Policy

1. Preamble

Wesley Church Centre is a community venue in Chester city centre. The faith community makes the premises available on a lettings basis as part of its expression of God's hospitality. The hire fees are to offset running costs and administration costs.

2. Eligible hirers

Groups and organizations from the commercial, statutory, faith, voluntary, community or charitable sectors are eligible. We reserve the right to refuse any booking that involves a prohibited activity. (See section 9 for prohibited activities.)

3. Safeguarding

In accordance with the principles and guidance of the Methodist Church, Wesley Church Centre is committed to ensuring that the church provides a Safe Space for all, and particularly for children, young people and vulnerable adults. For this reason, no booking involving people under 18 or vulnerable adults, as defined by the Disclosure and Barring Service (see Appendix 1), will be accepted without the hirer confirming that they agree to comply with our safeguarding arrangements. See Appendix 2 for further details.

4. Spaces available for booking

Worship area, Coffee lounge, Atrium, Hall, Crèche, Upper meeting room.

All spaces are accessible. Some restrictions apply, details can be found on the website or by contacting the church office. All spaces must be left as they were found.

5. Rates

The rates for each space are available on our website or by contacting the church office. The charges quoted may be subject to an annual increase each January.

6. Equipment and facilities available

We make some of our equipment and facilities available to hirers. Details of equipment and facilities available for each space can be found on the website or by contacting the church office.

Portable electric appliances belonging to Wesley Church Centre are PAT tested every 18 months. Hirers bringing electrical equipment into the building should ensure it is maintained and in safe working order. Groups storing portable electric appliances on our premises should ensure they have a PAT test certificate.

7. Booking, confirmation, variation and termination.

Bookings must be made via the online booking form or by contacting the church office. Once the Centre Coordinator confirms the booking you must inform them of any changes. Cancellations should be made no later than 48 hours before the scheduled start of the booking.

Termination of a regular booking requires one month's written notice to the Centre Coordinator.

8. Payment

Hirers will be invoiced after the booking. Details of how to pay are included on the invoice. Payment must be made within 4 weeks of receiving the invoice.

9. Restrictions and prohibitions

The following are prohibited on our premises:

- Alcohol is not permitted on the premises for any reason including consumption, prize or sale.
- Gambling (raffles must be authorised by the Wesley Centre Coordinator and Minister in pastoral charge at Wesley).
- Approaching members of the public on the premises in connection with campaigning, fundraising or sales activities without prior agreement.
- Meeting in connection with any illegal activity or extremist politics.
- Smoking anywhere on the premises.
- Use of the lift, unless a group has booked an upstairs room.

10. Security

During the hours that the premises are open to the public, the Wesley Church Centre staff on duty are responsible for the security of the building.

For bookings outside of these hours, where there is no warden appointed by Wesley Church Centre, the hirer is responsible for the security of the building. Details of emergency contacts will be given. A nominated keyholder must fill out the keyholder declaration form and agree to the conditions stated therein. Where a warden has been appointed, they are responsible for the security of the building.

11. Health and Safety

During the hours that the premises are open to the public, the Wesley Church Centre staff on duty are responsible for health and safety.

For bookings outside of these hours, the hirer is responsible for health and safety. Details of emergency contacts, fire evacuation procedures, accident protocols and all other relevant information will be given to the hirer once the key is signed for.

12. Safeguarding

Where an activity involves people aged under 18 or vulnerable adults as defined by the Disclosure and Barring Service (appendix 1), the hirer must identify an individual who will act as the safeguarding representative.

If a booking is made without filling out the online form, the hirer must complete and sign a declaration to confirm that its safeguarding arrangements comply with the standards laid down by the Methodist Church, as described in Appendix 2 of this policy.

If the booking has been made online, by answering 'yes' to the questions regarding safeguarding, the hirer is declaring that its safeguarding arrangements comply with the standards laid down by the Methodist Church, as described in Appendix 2 of this policy.

13. Insurance

Wesley's content insurance policy will not cover losses to equipment belonging to lettings groups. Hirers storing equipment on our premises should arrange their own cover.

Our insurer (Methodist Insurance) limits public liability cover to the policyholder's own activities. Lettings groups must therefore obtain their own policy cover. A copy of the public liability certificate should be sent to the Wesley office to be kept on file.

The only exception is that **private social** events held by lettings groups **may** be covered by **Wesley's public liability insurance**, up to a maximum of three events by any one group in any 12-month period.

14. Copyright / performing rights

Wesley is not a licensed performing rights venue. The hirer must ensure compliance with all prevailing copyright and performing rights law, and to pay any fees due.

Appendix 1

Definition of 'vulnerable adult' as defined by the Disclosure and Barring Service
(<https://www.dbschecks.org.uk/identifying-and-assisting-vulnerable-adults>)

"Vulnerable adults are typically over 18, who aren't capable, or unable to provide care for themselves, hence needing a caregiver. Vulnerable adults include sick or frail people, people with mental issues, and physical or functional disabilities."

Appendix 2

WESLEY METHODIST CHURCH CENTRE: SAFEGUARDING POLICY SUMMARY FOR LETTINGS AND KEYHOLDERS

In accordance with the principles and guidance of the Methodist Church, Wesley Methodist Church Centre is committed to ensuring that the church provides a Safe Space for all, and particularly for children, young people and vulnerable adults, for whom we have a special responsibility.

As a keyholder, or as a representative of a group which uses our space, we ask you to sign up to the Methodist Church's Safeguarding Principles. We ask you to do this whether or not you have a policy of your own. Wesley's policy can be found on the notice board by the window in the foyer. This policy is reviewed annually in June and is in line with the Methodist Church's Model Policy. Our list of Keyholders and Group Lettings is reviewed annually in January.

Should any safeguarding concerns arise in connection with your group or activity, please contact any of the following church safeguarding officers:

Revd Neil Stacey (Minister in Charge), Wesley Methodist Church (01244 675967)

Jane Krause (Church Safeguarding Officer), Wesley Methodist Church (01244 323037)

Chris Lewis (Chester and Stoke Methodist District Safeguarding Officer) (07305 141501 – 24 hours)

The following is a summary of the principles underpinning our policy:

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- the safeguarding and protection of all children, young people and adults when they are vulnerable
- the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that a child, young person or adult may have been harmed, cooperating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our Church community known to have offended against a child, young person or vulnerable adult.

For further information, go to: <https://www.methodist.org.uk/safeguarding/>

This website contains all of the guidance, policy and training information on safeguarding in the Methodist Church.