

**LATCHFORD BAPTIST CHURCH** (“the Church”)  
(Registered Charity No. 1200649, operating as a CIO)

**CONDITIONS FOR THE USE OF THE CHURCH PREMISES**

1. The agreed fee for the use of the premises must be paid in advance of the hiring.
2. The Church retains control, possession and management of the accommodation and the User has no right to exclude the Church, its trustees or those authorised by them from the premises.
3. The User is responsible for all damage (other than fair wear and tear) to the premises or any of the Church’s fixtures and fittings or equipment which is occasioned in whatever way by the use of the premises.
4. The premises may only be used by the User and for the purpose and during the period indicated on the application form submitted to the Church.
5. The Church may be entitled at any time on giving reasonable notice to the User to require the User to transfer if possible to alternative or comparable space and premises elsewhere within the building.
6. After the use of the premises, it must be left in a clean and tidy condition with all furniture and equipment left in the same position as at the commencement of the hiring (unless agreed otherwise). The User must remove all rubbish and must ensure that all lights are turned out and all doors and windows are properly secured.
7. The User must ensure that during the use of the premises that no person smokes and that no alcohol is supplied or consumed on the Church premises.
8. The User must not leave in the premises any equipment, furniture or articles of any kind unless by prior written agreement from the Church who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
9. The User agrees that the Church accepts no responsibility for injury or loss to person or property arising out of the use of the premises apart from such injury or loss which arises from the Church’s responsibility for the general maintenance of the premises and the User will keep the Church indemnified against any claims for which the Church is not responsible.
10. The User must notify the Church of any defect in the premises or in any of the Church’s furniture or other equipment in the premises of which it is aware.
11. The User will comply with the provisions of the Church’s Health and Safety policy (and its associated policies) and will ensure that all those using the premises are aware of the appropriate safety procedures.
12. The Church is a Christian organisation with a Christian charitable purpose, Christian doctrine and strongly held convictions and beliefs. As such, the Church reserves the right to refuse or terminate any hiring of its premises that involves another religion or belief where such hiring would be in conflict with the Church’s charitable purpose or where the hiring would cause offence on the grounds of religion or belief to the Church’s members.
13. The church may terminate this agreement immediately at any time if there is a breach of these conditions by the User or if the User has made a misrepresentation in the Hiring Application Form or has failed to disclose material information that may be relevant to the decision of the church whether to allow the hiring of the premises to take place given its Christian doctrine and/or strongly held convictions and beliefs.
14. The Church requires all external groups working with children, young people or adults at risk on the Church premises to:
  - provide confirmation of up-to-date safeguarding policy and procedures;
  - ensure all paid staff and volunteers have been subject to DBS checks, in line with national government guidance; see <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>
  - be able to demonstrate that all paid staff and volunteers have completed the appropriate level of Safeguarding training.