
St. Peter's Church of Ireland Parish Hall

Drogheda

Rules & Regulations

Introduction:

This booking agreement is to be signed by each person who applies to use any part of St. Peter's Church of Ireland Parish Hall.

The person who signs the Booking Form must also give an undertaking that he/she will familiarise members of his/her group/organisation of the Regulations of St. Peter's Church of Ireland Parish Hall.

Regulations:

1. The Hall is to be known, and referred to in all advance publicity and documentation of users and organisations, as **St. Peter's Church of Ireland Parish Hall**.
2. The postal address is **The Parish Office, St. Peter's Church of Ireland, Peter Street, Drogheda, Co. Louth**.
3. Uses other than those stated on the Form of Application to the Management Committee for use of St. Peter's Church of Ireland Parish Hall will not be permitted without prior consent of the Management Committee.
4. Either party may cancel bookings by giving two weeks notice in writing.
5. Rents are not charged for the use of the Parish Hall, which is a non-profit making, charitable venture.
6. **Finance:** Voluntary financial contributions are, however, essential to the smooth operation, maintenance and future of the Parish Hall. Such contributions are agreed with the Management Committee in line with their calculations of costs and financial requirements. In the case of once-off bookings the contribution should be paid in advance to The Parish Office, St. Peter's Church of Ireland, Peter Street, Drogheda. Users of the Hall on an on-going basis are requested to make their contribution in advance by session (on 1st January, 1st April and 1st October). It is the policy of the Management Committee to issue receipts. Cheques should be made payable to *St. Peter's Church of Ireland Parish Hall*. Other than for once-off bookings payments may not be made in cash. Non-payment of agreed voluntary contributions may result in the cancellation of further bookings.
7. **Times:** Users must adhere strictly to the times allocated to them. Please vacate the facility booked promptly at the allocated time, as there may be other groups waiting to use the same facility.
8. **Rooms allocated:** Users of the Hall should confine themselves to the areas allocated to them. They must not enter other parts of the Hall except for access or to toilets and storage. This especially applies to groups with children under their control.
9. St. Peter's Church of Ireland Parish Hall may not be used for commercial selling, nor may any user authorise another group or organisation to use any part of the Hall allocated solely to them.
10. **Kitchen:** The Kitchen facilities and its equipment may not be used without prior arrangement with the Management Committee.
11. **Emergencies:** Leaders of organisations and groups are required to undertake to acquaint themselves and every member of their group, with the location and operation of all emergency exits, and to ensure that all people in areas under their temporary jurisdiction are made fully aware by them of these emergency exits. They are also to be fully acquainted with fire evacuation procedures.
12. **Emergency doors and equipment:** Emergency doors and equipment are only to be used in an emergency. Users of particular areas are to ensure that no one enters the centre by emergency exit doors. Interference with emergency exits and fire-fighting equipment is a criminal offence.
13. **Safety Statement:** Every user is required to read and sign as having read the Parish Safety Statement.

14. **Consideration for others:** As the Hall is a multi-purpose building with several groups using it at the same time and is next to a residence (the Rectory), you are asked to have consideration for other users, especially with regard to noise levels.
15. **Caring for the Hall:** Please leave all areas clean and tidy. Replace all chairs and equipment taken out of storage areas. Place rubbish in the dustbin in front of the Hall (including rubbish from bins in the kitchen). Particular care is to be taken when transporting furniture and equipment in order not to damage floors and paintwork.
16. **Notices and posters:** Notices and posters relevant to your particular group may be placed only on the designated notice boards. Other notices and advertisements for the Parish or Community notices boards should be handed in at the Parish Office. No notices, advertisements, decorations, posters, labels or similar material may be affixed to any other wall or surface of the Parish Hall.
17. **Alterations:** No alterations changes, or amendments to the fabric, structure, design, layout or approved use of the Hall are to be made without the prior written approval of the Management Committee.
18. **Breakages and damage:** Any breakage, breakdown or damage is to be reported to the Parish Office at the earliest possible opportunity. Any damage to the Hall will have to be made good by the group or person responsible.
19. The following are prohibited in the Hall:
 - smoking
 - chewing gum
 - bicycles, roller blades, "heelies" and skate boards
 - anything which might cause injury to others or damage to the property
21. Alcohol may not be consumed in the Hall without the prior approval of the Management Committee.
22. No "ball" games are permitted without prior approval of the Management Committee.
23. **Access to Storage:** In the case of children's/young people's groups access to storage is permitted only to authorised leaders or children/young people accompanied by a leader.
24. **Keys and security:** Keys and/or entry codes entrusted to users shall not be copied, passed or loaned to anyone else. An organisation that loses a key will be responsible for the cost of replacement of locks and keys. Where specific arrangements are made with leaders of organisations to lock and secure the Parish Hall at night the previously agreed procedure shall be implemented with the utmost care and attention.
25. **Insurance:** *Every agreement to the use of St. Peter's Church of Ireland Parish Hall shall be on the express condition, which is hereby made a condition precedent, that the users shall take out a policy or policies with an approved insurance company, to a minimum cover of €1,500,000, completely and comprehensively indemnifying the user and the Select Vestry for the time being of St. Peter's Church of Ireland, Drogheda and the Representative Body of the Church of Ireland in respect of all claims by third parties or their personal representatives or dependants under any statute or at common law for injuries loss or damage to them or their property arising out of and in consequence of the use of the said premises and whether caused by the negligence, breach of duty or breach of statutory duty of the users' servants, agents or employees of the Select Vestry's servants, agents or employees or otherwise howsoever caused.*
26. The Management Committee with the approval of the Select Vestry of Drogheda Union of Parishes may alter this agreement and these regulations at any time.
27. Time slots, allocated rooms and agreed voluntary contributions may be altered at any time by the Management Committee by giving two weeks notice in writing to the person in whose name an application/booking has been made.
28. The Parish Health & Safety Statement is available upon request.