

# **The Parish of Feltham**

## **St. Dunstan Church Centre Lettings Policy**

All lettings require a booking form to be completed and signed. This must be by someone over 18 years old. For regular bookings, the hirer must provide a copy of their Safeguarding Policy, or sign to agree to follow our Policy.

Bookings need to be paid for in advance, with the exception of regular bookings, where an invoice can be issued if required. Invoice payment should be received within 30 days of the invoice being issued.

### **Church Centre hire**

The Church Centre can be hired by members of our congregation and members of the community. The rental cost is the same for anyone hiring the Centre. The rental cost is subject to regular review by the PCC. Where possible, priority is given to bookings by Church groups for Church events.

Due to the size of the centre, there is a maximum capacity of 60 people. This figure should not be exceeded.

The Centre cannot be hired for the following events:

- Large party's
- 18<sup>th</sup> & 21<sup>st</sup> Birthday party's
- Political events
- For other faiths to use as a place of worship or teaching of their faith
- Spiritual functions
- Activities that are likely to cause damage to the building i.e. indoor football

***This is not an exclusive list.***

Hirers are responsible for removing all rubbish & recycling and leaving the Centre clean and tidy, as detailed on the booking form.

Hirers must request permission from the Management Committee to consume alcohol on the premises. Permission will not be given for spirits.

The Centre can be booked Monday to Saturday from 9am to 11pm and Sunday 12pm to 8pm, subject to the availability of someone giving access to the Centre.

Please see booking form for the general rules for the use of the Church Centre.

# Church Centre Meeting Room

