



Headcorn Baptist Church Lettings Policy

Purpose

This policy aims to ensure the safe and appropriate use of the buildings by outside groups, for the benefit of the fellowship of Headcorn Baptist Church.

The Deacons will review this policy annually and propose any changes that are deemed necessary to maintain its effectiveness.

1. The decision to hire out any area of the premises for long term use or one-off occasions will be taken by the Minister and Trustees, who will decide on the terms of each hiring.
2. All new regular or long-term hirers of the church premises will be 'vetted' by the person nominated by the Trustees, who will report back to them. Such hiring will be ratified by the Minister and Trustees before the hiring commences. This may be done by email and/or letter.
3. One-off hiring by non-church members will be 'vetted' by the nominated person who will report back to the Trustees. Such hiring will be ratified by the Minister and Trustees before the hiring commences. This may be done by email and/or letter. Hire of church premises will not be allowed for parties for over 10-year-olds or for the celebration of non-Christian events, such as Halloween, and must be consistent with the Church rules on alcohol and smoking.
4. All hirers must complete a risk assessment for their activities, and this be agreed by the Trustees prior to commencement. The nominated person shall be responsible for checking that hirers comply with the risk assessment and failure to do so will be grounds for cancelling the hiring, subject to the agreement of the Trustees. All contracts will include this in the wording.
5. Until further notice, due to the exigences of the Covid-19 crisis, no one-off hiring will be considered.

The policy was approved by the Church Meeting on 13.06.2021