

Burscough Methodist Church, (BMC)

Policy and Procedures for Letting Church Premises

Purpose

Burscough Methodist Church, (BMC) can be a busy place, with premises in use by a number of groups and organisations, (G/O) at the same time. These policies and procedures are aimed at ensuring things work well.

Please note that in accordance with Methodist Standing Orders we do not allow our premises to be hired for any political event or activity and no betting or gambling in any form is allowed on the premises and the supply, sale, or consumption of alcoholic beverages and intoxicants is not permitted. Special requests will be necessary where use is sought by non-Christian faith groups.

Booking Procedure

All activities must be booked in the BMC booking calendar. If it isn't in the calendar it can't happen.

How to make a booking:

- a. Check the [Booking Calendar](#) to see if the time and place you want to book/hire is free.
- b. Contact Mr Brian Guy, (brianguy@btinternet.com), to make your booking. He will explain all the details and costs if appropriate.

Policies

1. All persons hiring/using BMC premises are bound by the BMC health and safety, safeguarding and other policies and our standing orders – see above.
2. All bookings should name a person responsible for the G/O. That person is responsible for oversight of the activity and ensuring that any preparatory work and clearing up is completed. That person also represents the member of the G/O to other groups.
3. All those making a booking are responsible for ensuring that what has been booked meets the needs of the G/O activity.
4. All booking times should include time for any set-up and clear-up activities. No G/O or person has a right to enter a space booked to another group. The group with the booking always has the prior 'claim' to the space.
5. Some G/O share a space, e.g., STAR café and knit and natter share the church sanctuary on Wednesday's. All those sharing a space are expected to work cooperatively to ensure that one activity does not disrupt or adversely affect the other. Any change or alteration to such shared-space use should be agreed between the two responsible persons to ensure that each party is satisfied there will be no or acceptable disruption.
6. No booking confers a right to a parking space. Parking is available on a first come first served basis. At busy times you may become blocked in or may have to move to allow someone else to leave.
7. Toilets are for the use of all persons on site except where the mezzanine and foyer are used by a group which need private facilities. Where children are involved in activities

they should be adequately supervised for health and safety and safeguarding purposes at all times.

**BMC Property Committee
November 2023.**