

The church agrees that our attitude to letting our halls should be **reactive** rather than proactive.

Recommended Approach:

1. Bookings will be considered in light of the following guidelines:
2. The activities and outreach of the church should not be hindered by use of the halls by others.
3. The church would wish for the halls to be used for the benefit of the local community.
4. It is good stewardship for our existing facilities to be put to good use
5. The church would not accept bookings from organisations or for activities which are in conflict with Biblical values and the church's vision statement.

Practical Considerations:

The decision-making process regarding requests will be as follows:

1. These will be processed in the first instance via the Secretary and Minister and all requests will normally require prior diaconate and church meeting approval.
2. A standardised booking form and conditions of hire (based on BU guidelines) will be adopted.
3. In addition, a checklist may be drawn up for discussions with prospective hirers.
4. The 'keys' policy will be as follows: the situation pertaining at present will continue, ie, a Church Member will be needed for opening and closing up the premises. A small payment for this service will be offered to the Church Member concerned.
5. A Schedule of Fees per hall/session with/without use of kitchen will normally apply. An element of discretion may be exercised in exceptional circumstances and the fees will be subject to review from time to time, as appropriate.
6. A Church Halls Administrator will be sought and appointed to oversee any approved use of halls and a job description will be drawn up setting out the responsibilities involved.