



# **Greystones Presbyterian Church (GPC)**

## **Church Facilities Terms of Use & Booking Form**

**For Issue to Group Leaders**

Version: 1.1

Approved by Committee: 15/04/2024

# Version Control

Version	Date	Changes
1.0	26/06/23	Approved by Committee
1.1	15/04/2024	Update to facility availability

# Table of Contents

- Document Scope/Purpose.....4
- Overview of Facilities.....4
- Facility Details.....5
- GPC Contacts .....6
- Priority of Use .....6
- Hiring Purposes and Timing.....6
- Loss and Damage.....6
- Lost Property .....6
- Fire Safety .....7
- Child Protection .....7
- Health & Safety.....7
- First-Aid.....7
- Storage.....7
- Waste/Recycling .....8
- Kitchen Use .....8
- Car Parking.....8
- Going Green.....8
- Heating.....8
- Insurance .....9
- Payment / Deposit.....9
- Arrival, Departure & Noise Management .....9
- Closed Rental Periods .....10
- Equipment Availability.....10
- Internet & Computer Access .....10
- Liability.....10
- Cancellation .....11
- Facilities Booking Form.....12
  - Facilities Required.....12
  - Insurance Details .....13
  - Declaration (Please initial).....13
- General Purpose Incident Reporting Form.....14

## Document Scope/Purpose

This document is issued to leaders of user groups approved to use the GPC facilities and to anyone making enquiries. It outlines the facilities available and responsibilities applicable to Group Leaders and facility users together with important health and safety considerations.

Group Leaders are required to familiarise themselves with this document and perform their responsibilities as described. Any items needing further clarification should be raised with your GPC Committee representative at the earliest opportunity.

The GPC Committee reserves the right to terminate this User Agreement and to take any appropriate action against groups which fail to honour their responsibilities as outlined in this document.

This document may be updated at any stage and the current version can be provided by your GPC Committee representative on request or downloaded from our website. A facility booking form and incident reporting form are included at the end of this document.

## Overview of Facilities

GPC Church and its associated facilities are located on Trafalgar Road, Greystones, Co. Wicklow. Users are encouraged to visit our website: [www.greystonespc.org](http://www.greystonespc.org) or our Facebook page: [www.facebook.com/GreystonesPC/](https://www.facebook.com/GreystonesPC/) for up-to-date information.

To the front of our church is a small carpark (two formal spaces) with access prioritised for those with a disability. Further parking is available opposite the “La Touche” apartment complex in the public car park.

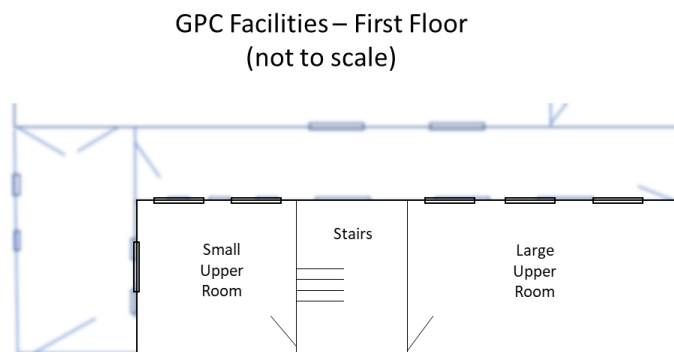
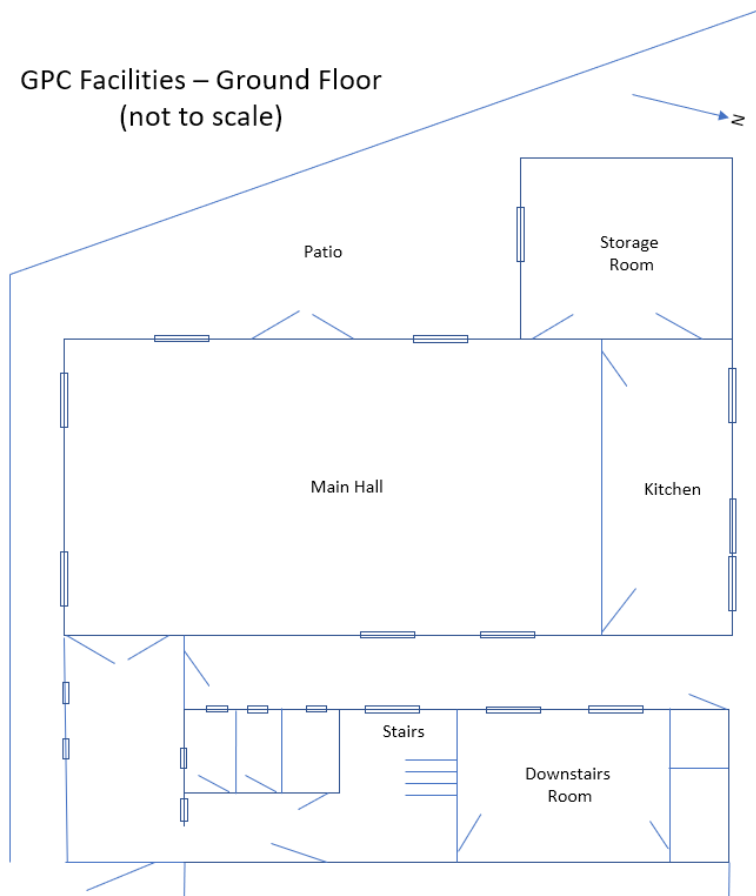
Available facilities are all located to the rear of the church. The church is bordered by residential premises to the North and South and by the railway line to the West.

The facilities are wheel-chair accessible at ground-floor level. All rooms have gas-fired central heating.

Our facilities include

- One large wooden hall (approx. 10m x 13m) with associated kitchen and storage room.
- Access from the hall to a large sheltered patio.
- Toilets, including a toilet for those with a disability.
- One ground floor room (approx. 5m x 5m).
- One upstairs room accessed via stairs only (approx. 5m x 7m). The small upstairs room is dedicated to church activities.

# Facility Details



## Kitchen Equipment Inventory

- Sinks, Burco, Oven, Hob, Kettle, Teapots, Filter Coffee machine, Microwave, Dish Washer (pending), Crockery, Glasses, Cutlery.

## Technical Equipment Inventory

- Overhead Projector (VGA & HDMI), Screen, large TV/Monitor. Internet Access on request (pending).

## **GPC Contacts**

The terms and conditions of use of the GPC facilities are set by the GPC Committee and are periodically reviewed. Use of the GPC facilities is administered through a member of the GPC Committee. These contact details are maintained on the church website: <http://greystonespc.org/home/contactus.html>

## **Priority of Use**

The primary use of the buildings and grounds is for the operation of Greystones Presbyterian Church. Any other use is, and must be, ancillary to this main purpose. Bookings may be cancelled at short notice where the facilities are suddenly required for church use, or the facilities may become unavailable for extended periods.

## **Hiring Purposes and Timing**

The GPC facilities may only be used for purposes, and in a manner, which are consistent with the ethos of the Presbyterian Church in Ireland (PCI). As an example of this, no facilities are available for hire on Sunday mornings or on important Christian holidays. Your GPC Committee representative will be able to provide additional guidance.

## **Loss and Damage**

No loss must accrue to the GPC from a group's use of the facilities. The hiring group shall be liable for any loss or costs suffered resulting from their use of the facilities. Insurance cover is required for all those using the facilities as well as for indemnifying GPC. Your GPC Committee representative will advise on whether your group is covered by the Church's insurance policy or whether separate insurance is required.

Usage by the group should not affect the day-to-day operations of the Church in any way. Facilities should be returned to the condition in which they were found and in hiring the facilities the group assumes a responsibility to leave them in good order. Damages must be reported to the GPC Committee representative in the interests of making-good, continuity of services to the Church and other groups, and general health and safety.

## **Lost Property**

Any lost property will be retained for a minimum period of one month before being disposed of. Where any group has left an item of value on the premises, the group leader is responsible for retrieving it. Contacting the GPC Committee at the earliest opportunity will provide a greater possibility of the item being located and safe-guarded. The return of lost property cannot be guaranteed.

## **Fire Safety**

The facilities are equipped with Fire Extinguishers which are regularly serviced and the premises have been appraised in 2023 by Wicklow Fire Safety Officers. The wooden hall has large doors and windows to permit exit in an emergency. The upstairs rooms are exited via the steel staircase. All doors have been fitted to appropriate fire-safety standards.

In the event of a fire, please exit the building by all exits possible and assemble your group on the opposite side of the main road. Call the Fire Service at the earliest opportunity. While Fire Extinguishers can be used for putting out very small fires, they are primarily intended to aid your group's safe exit from the building. Please contact your GPC Committee representative as soon as practical.

Please note that smoking is not permitted on church property.

## **Child Protection**

Where your group includes children under eighteen years of age, it is the Group Leader's responsibility to ensure they are adequately supervised at all times. Group Leaders assume all responsibility for child protection and compliance with any HSE/TUSLA guidelines.

## **Health & Safety**

Group Leaders are recommended to inspect the facilities prior to the commencement of their event and to bring to the attention of the GPC Committee representative any matter that they believe requires attention.

Groups using the facilities are required to abide by any signs on display and to adhere to reasonably expected legal and other health and safety requirements. Any specific instructions concerning parking, use of kitchen or toilet facilities, storage of chairs and tables etc, must be strictly adhered to.

The GPC Committee may require you to limit the numbers attending the meetings/activities of any group in the interests of health and safety.

The Group Leader is responsible for ensuring that all group participants using the facilities are aware of, and abide by, these conditions.

## **First-Aid**

A small first-aid kit is available in the Kitchen. This is periodically checked but please advise your GPC Committee representative if you believe more items are needed.

## **Storage**

Priority is given to church use where equipment storage is needed. Should you require a place to store

equipment for the duration of your rental period, this should be discussed with the GPC Committee representative. Storage space cannot be guaranteed and must be vacated at the conclusion of the rental period or stored items will be treated as lost property.

## **Waste/Recycling**

If a large amount of waste is generated by the group, the Group Leader must ensure it is totally removed from the building and its environs. Small quantities of waste, including empty bottles and any other recyclable goods must be placed in the appropriate bins provided. If the internal waste bins are full, the waste must be transferred to the larger bins stored outside.

## **Kitchen Use**

Kitchen Equipment is available for hall users. Instructions on use of the equipment is posted on the kitchen walls. Please turn off all equipment before leaving the building. Please bring your own tea towels if using the kitchen.

## **Car Parking**

Groups are asked not to squeeze more cars into the available car-parking than can safely be accommodated. Provision must be made for access by emergency services. Parking for those with mobility issues should be prioritised. Please exercise care when exiting the premises and be mindful of pedestrians and other road users. Where possible, exit the grounds in a forward direction.

## **Going Green**

GPC recognises its responsibility to take all reasonable steps to curb emissions of green-house gases and preserve the planet for future generations. Groups are asked to commit to supporting these efforts as they evolve.

## **Heating**

The cost of heating, if required, is included in your facility rental. We operate a natural-gas powered central heating system with multiple zones. Groups are asked to be considerate when operating the heating, to turn off the heating in preference to opening windows and not to attempt to override any controls in place.



## **Insurance**

GPC is insured for basic public liability. External groups using the facilities may be required to arrange their own insurance to cover public liability and damage to or loss of property and also indemnifying the Church against any claim arising out of the group's presence on the premises. Your GPC Committee representative will advise on whether your group is covered by the Church's insurance policy or whether separate insurance is required.

Details of insurance cover must be supplied with the Facility Booking Form.

The group's policy must be inspected by the GPC Committee representative and a copy retained for Church records.

It is a condition of use that groups notify the Church of any changes with regard to their insurance policy and the Church is authorised to contact the insurance company as it sees fit.

In the event of the policy ceasing without being replaced, permission to use the Church facilities shall be withdrawn.

As there may be a period of time between the time the policy ceases and the Church is notified, the group is asked to give an undertaking that it will indemnify the Church in respect of any claim arising in that period of time.

## **Payment / Deposit**

The GPC committee may require payment of a security deposit as a token of the responsibility of the group to maintain GPC's security and good repair of the facilities. This deposit will be returned at the conclusion of the hire period once all is in order.

The GPC committee may require rental payment in advance of the hiring date, or at such frequency and timing as mutually agreed for longer term rentals. These details will be agreed with the GPC Committee representative.

Cheques should be made payable to Greystones Presbyterian Church. Bank details are available on our website for credit transfers. Receipts will be provided on request.

## **Arrival, Departure & Noise Management**

The group may only use the facilities during those times specified/booked with GPC and the facilities are to be vacated at the agreed times and no later than 12 midnight.

Access to the GPC facilities typically requires possession of a key and/or key-box code. These will be made available to the Primary Group Leader on signing of the Usage Agreement/Booking Form. Any keys provided must be returned to the GPC Committee representative on completion of the period of hire. Keys and codes should only be held by Group Leaders, who are responsible for their appropriate use and safe keeping, and the security of the facilities.

Groups are asked to be mindful of nearby residents when entering or leaving the facilities and if making noise while using the facilities, especially in the evenings.

On leaving the facilities, the Group Leader will be required to lock the building and close the gate. All windows and doors should be closed and secured, all lights, heating and appliances must be turned off unless the facilities are passed to another group or a member of the GPC Committee.

Before leaving the facilities, Group Leaders are required to confirm that no one else remains on the premises. Any key taken from the key-box must be returned and secured. Key-codes may be changed at short notice.

## **Closed Rental Periods**

Typically the facilities will not be available during the period of the Greystones C.S.S.M. (two weeks in July) nor during Holy Week. The facilities are not available for hire on Sundays. Any other periods will be advised to Group Leaders upon request.

## **Equipment Availability**

While every effort will be made to ensure the equipment listed will be available in working order for any specific hire, groups are encouraged to check availability before arrival and to bring their own equipment where possible. Groups are required to bring their own consumables such as tea, coffee, milk, biscuits, etc. The fridge should be left empty when leaving, unless the group is returning the next day. Any damage to equipment must be notified promptly to the GPC Committee representative.

## **Internet & Computer Access**

If Internet access is provided, the Church accepts no responsibility for inappropriate use by anyone in the group. "Parental Control" Software may or may not be in place and this may or may not be operational at the time of hiring. Password access will be changed periodically and Group Leaders are asked to limit access to those require it. WiFi networks are hidden and must be added manually to your device. Where computer access is provided this will be limited to a guest account and no additional software should be installed. Both VGA and HDMI connections are available to the projector in the wooden hall and use of personal laptops is preferred. Please ensure you bring your own cables as we cannot guarantee their availability.

## **Liability**

The facilities of the Church are private property and all persons coming into or using these facilities do so at their own risk. GPC Committee does not accept any responsibility for personal injuries, loss or damage caused to any person or persons whilst in the grounds or premises. No liability is accepted for damage or theft of property no matter how incurred. Where car parking is available, cars are parked at owner's risk.

## **Cancellation**

The GPC Committee reserves the right to withdraw permission to use the premises with immediate effect if these conditions are not met in full. Notwithstanding this reservation, permission to use the facilities is at the discretion of the GPC Committee and may be cancelled, without explanation, at any time.

## Facilities Booking Form

Group Name: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Any changes to the above must be notified to the GPC Committee or its representative at the earliest opportunity

### Facilities Required

Facilities Required: \_\_\_\_\_ Main Hall \_\_\_\_\_ Upstairs Room

\_\_\_\_\_ Downstairs Room \_\_\_\_\_ Internet Access

Dates Required: \_\_\_\_\_

Times Required: \_\_\_\_\_

Agreed Rate / Terms / Deposit: \_\_\_\_\_

\_\_\_\_\_

**Insurance Details**

Insurance Company: \_\_\_\_\_

Address: \_\_\_\_\_

Policy No.: \_\_\_\_\_

Policy Commencement Date: \_\_\_\_\_

Policy Expiry Date: \_\_\_\_\_

**Declaration (Please initial)**

\_\_\_\_\_ I/We accept that any costs incurred by the GPC as a result of our hire will be borne by me/us. This includes damage to GPC property and any other incidental costs or losses.

\_\_\_\_\_ I/We have supplied GPC with details of our insurance, indemnifying GPC against any claims resulting from the hire of GPC facilities.

\_\_\_\_\_ I/We understand that hire of GPC facilities in no way gives any occupancy rights to the user group, and that the GPC Committee and Trustees reserve the right to terminate with immediate effect any rental agreement without notice, reason or compensation for costs incurred by the outside body.

\_\_\_\_\_ The appropriate fee has been paid in advance to GPC or alternative payment terms have been agreed

\_\_\_\_\_ I/We confirm that I/We have been provided with a copy of the Church Facilities User Manual or have downloaded the latest copy from the GPC Website and commit to complying with all terms and conditions

\_\_\_\_\_ I/We authorise GPC to make such enquiries as it deems necessary in connection with this application.

\_\_\_\_\_ I/We accept all responsibilities for Child Protection (related to this rental) where relevant

Signed: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Capacity: \_\_\_\_\_

On behalf of Greystones Presbyterian Church:

Signed: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Capacity: \_\_\_\_\_

## General Purpose Incident Reporting Form

Name/Group:	
Incident Date/Time:	
Persons Involved:	
Exact Location of Incident:	
Nature of Incident:	
Incident Details:	
Possible Cause:	
Detail any Personal Injuries:	
Detail any Property Damage:	
GPC Issues for Review:	
Form Completed By: (Name & Signature)	
Reporting Date:	
Date Logged by GPC:	
Follow-up actions:	

Copy of completed form to be provided to GPC Committee representative and original to be retained by the Group Leader.