

**ST ANDREW'S PARISH CHURCH**  
**WEST LINTON**  
**Conditions for Use of Church Buildings**

1. The appropriate booking form must be filled in and submitted to the booking co-ordinator, Claire Palmer (01968 660590) before permission is granted to use premises.
2. The Church reserves the right to decline any booking, or to terminate a booking.
3. Alcohol may be consumed in the Church Hall providing consumption is secondary to the nature of the event. Alcohol may not be sold on the premises.
4. Rooms used shall be left clean and tidy with all equipment put back in its proper place. Groups using the rooms shall be required to make good any damage caused through their use. Damage to premises or equipment shall be reported immediately to the Property Convener Neil Calvert 01968 660807.
5. Any equipment requested is subject to availability which can be confirmed at the time of booking.
6. Groups shall be responsible for providing adequate insurance cover for themselves, those associated with them, their equipment and any other property which they may bring into the premises. They shall also be responsible for providing adequate public liability insurance cover in respect of their use of the premises. Evidence of insurance cover must be exhibited to the booking co-ordinator on request.
7. The Church shall not be responsible for any loss, damage or claim by any party of any kind including claims in respect of any deficiency of the premises themselves arising out of this let. Groups shall indemnify the Church against all such loss, damage or claims.
8. Groups working in the building with children and young people under the age of 18 years, or carrying out regulated work with protected adults, shall confirm that they are aware of the legislation relating to the safeguarding of children and young people and protected adults and have read and understood the relevant Church of Scotland Safeguarding materials and will follow their provisions. The relevant materials can be accessed on-line at [http://www.churchofscotland.org.uk/about\\_us/safeguarding\\_service/key\\_publications](http://www.churchofscotland.org.uk/about_us/safeguarding_service/key_publications). The groups will further confirm that they have adopted a recruitment procedure for working with children and young people and protected adults which, where appropriate, includes requiring staff (whether employees or volunteers) to be members of the Protection of Vulnerable Groups Scheme as laid down by the Protection of Vulnerable Groups (Scotland) Act 2007. It is agreed that if the Groups are found to be in breach of this provision, the Church shall have the right to terminate this agreement with immediate effect.
9. Payment should be sent to Jo Houps at the time of booking unless a credit arrangement has been agreed. Cheques should be made payable to "St Andrew's Church". If a cancellation is made within 2 weeks of the booking date, 50% of the fee will be returned. If cancellation is made after this time it will not be possible to reimburse fees.
10. Cooperation with other use groups is to be respected.
11. It is the responsibility of the hirer

- a. to familiarise themselves with emergency exit routes from the building
  - b. to check at the start of the session that routes are clear
  - c. to inform members of the group what to do in an emergency
12. Hirers of the premises must not, in any way, state or imply that St Andrew's Church promotes their activity unless prior agreement to do this has been obtained.