

**St Andrew's Parish Church, West Linton**  
**Application for Property Let**  
**FOR CHURCH ORGANISATIONS / GROUPS**

ORGANISATION \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
POSTCODE \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

|                         |
|-------------------------|
| FOR OFFICE USE ONLY     |
| RECEIVED:.....          |
| ALLOWED.....            |
| DENIED.....             |
| DATE INFORMED.....      |
| DONATION RECEIVED ..... |

Responsible person to be in attendance as fire marshal:

Name \_\_\_\_\_ Mobile No. \_\_\_\_\_

PROPERTY AREAS APPLIED FOR—Please circle all areas required

New Hall      New Hall back room      Old Hall room 1      Old Hall room 3      Kitchen

PURPOSE OF LET (full details)

\_\_\_\_\_

LET FREQUENCY (weekly, monthly, one-off)

\_\_\_\_\_

DAY(S) OF WEEK

\_\_\_\_\_

TIMES YOU WISH ACCESS TO THE ROOMS: FROM      AM/PM  
(including setting up and clearing up times)

TO      AM/PM

START DATE

FINISH DATE

HOLIDAYS (dates inclusive)

\_\_\_\_\_

**Note: If you do not give good notice of holidays you may be charged for the heating of the building**

**Property users must NOT allow children into the kitchen at any time even if accompanied by an adult.**

**The Kirk Session reserves the right to enter any part of the property at any time to facilitate necessary repairs, inspections or safety work.**

**IMPORTANT: P.T.O. AND SIGN ALL THE RELEVANT SECTIONS.**

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| Registered Scottish Charity SC003938<br>Part of the Church of Scotland<br>The vision of the Church of Scotland is to be a church which seeks to inspire the people of Scotland and beyond with the Good News of Jesus Christ through enthusiastic worshipping, witnessing and serving communities. |
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**Child Protection**

In order to safeguard children and young people under the age of 16 in these premises any person booking accommodation must sign one of the following declarations:

- [1] The hire of the premises does not involve work with children or young people under the age of 16.

Signed..... Date.....

Print Name.....

- [2] A parent or guardian of each child and young person under the age of 16 will be present.

Signed..... Date.....

Print Name.....

- [3] I/this organisation which I represent am/is familiar with and accept the Church of Scotland Policy on the Protection of Children and Young People or a similar document approved by an accredited agency (e.g. Girls' Brigade or Boys Brigade). I/this organisation which I represent have/has an understanding of it and undertake to follow the Code of Practice contained therein.

- [4]

Signed..... Date.....

Print Name.....

**Protected adults**

The Tenants confirm that they are aware of the requirements of the relevant legislation relating to regulated work with protected adults. Where the premises will be used for such work, they further confirm they have made themselves familiar with the relevant Church of Scotland Safeguarding materials, that they have an understanding of them and will follow the provisions contained therein in regulated work with protected adults. The Tenants further confirm that they have adopted a recruitment procedure for working with protected adults which, where appropriate, requires staff (whether employees or volunteers) to be members of the PVG ("Protection of Vulnerable Groups") Scheme. It is agreed that if the Tenants are found to be in breach of these undertakings, the Landlords shall have the right to terminate this agreement with immediate effect.

Signed..... Date.....

Print Name.....

**Procedures and Conditions for a Property Let**

The use of this building is subject to strict procedures and conditions as detailed on the notice board and available from the church office. Failure to adhere to these procedures and conditions may result in the termination of this agreement without notice. If damage is caused, those letting the premises may be charged for the repair or cleaning of the premises.

I have read and accept the Procedures and Conditions for a Property Let.

Signed..... Date.....

Print Name.....