



Rev Peter J Worth B.Th. (Oxon)
Minister
Barnt Green Baptist Church

Manse :
8 Birkdale Ave
Blackwell
Bromsgrove
Worcestershire
B60 1BY
T: 0121 445 5850
E: minister@bgb.org.uk

Agreement and Guidance for use of the church building

Users' attention is drawn to the standard terms for use of the church, in particular

16. The trustees give no warranty that the church building or any part of the church is legally or physically fit for the purposes for which the User intends to use the church.
21. The trustees are not to be liable for the death of or injury to the User or its invitees, employees and customers or for damage to any property of theirs or for any liability incurred by them in the exercise or purported exercise of the rights and in relation to their use of the church.
22. The user shall indemnify the trustees and keep the trustees indemnified against all liability or cost of the trustees arising in any way from the user's use or occupation of the church.

Church:
Bittell Road
Barnt Green
Birmingham
B45 8LU

Church Secretary:
Liz Sloan
01527 584 062

Church Treasurer :
Ian Bowers
0121 447 8043

BGB Reg Charity No: 1144228

Please pass any information requested in the items below to the person through whom the hire has been made.

Fire Precautions

- Users must make themselves familiar with the location of emergency exits and the location of extinguishers and fire blankets.
- Users responsible for groups should ensure they are informed of evacuation procedures.

Keys

Keys needed for opening windows and opening the large bin in the car park are on a giraffe key ring in a basket on a window sill in the kitchen. There are two window keys due to the frames at the front of the building being different (lounge and chapel).

Check, clear up and clean-up

Please check round after use and turn off all lights; the toilets and corridor by them are often forgotten, and return everything used to where it was before.

- Vacuum cleaners are located in the corridor by the toilets
- Brushes, mop and bucket are by the door in the kitchen
- Other cloths, refuse sacks and cleaning fluids are under the right-hand sink as you enter the kitchen. A magnetic key is needed to open the cupboard and is kept the basket on the windowsill.
- Please tell the church if any of the items have run out or are not working.

Tables and chairs

There are large, collapsible tables stored in the cupboard by the front door and smaller, fixed tables in one of the rooms next to the platform in the main hall. Please clean and return after use.

Windows and blinds

The blinds on the ceiling windows require a remote. This is locked away. If they are needed open or closed please discuss this when the hire is arranged.

Windows Please ensure these are closed and locked after use.

Kitchen

The kitchen is available for all users of the church building which may include more than one group at a time. Accommodating others' needs is assumed as part of the hire.

- If the urn is used please empty after use and unplug from the wall.
- Any items placed in the fridge should be clearly labelled with the group/users' name and removed after the period of the hire.

Hirers are expected to provide their own coffee, tea, milk etc. and not to use those items stored in the kitchen for the use of others.

Any damage to crockery should be reported.

Smoking, naked lights and alcohol

No smoking is permitted anywhere on or around the premises, and naked lights should not be used on or around the premises. Please discuss the use of candles beforehand.

No alcohol will be permitted in or around the premises without the special permission of the Trustees.

Wi-fi

There is wi-fi available. Please request the username and password if this is essential to your use of the building. It has parental controls applied.

Audio-visual equipment

The use of the PA is not part of any hire unless previously arranged. A face-to-face meeting would usually be arranged in order to explain the system and its use. This includes use of a video projector.

The flatscreen TV in the church lounge can be used. Please keep the HDMI cable tucked behind it when not in use. Connection by any other means to the TV should be agreed by the hirer beforehand.

Authorisation

By signing below the group and individual named agree to follow the above guidelines and the terms given at the start of the document.

Group/Individual
hiring the hall:

Date/s and time
of hire:

Name of
representative:

Signed: _____

Contact details of
representative:

Signed by church
representative:

Date: _____