

St. Luke's Church, Maidenhead

26 Norfolk Road, Maidenhead, Berkshire, SL6 7AX

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Vicar: Vacancy Churchwardens: Clare Price and Jacqueline Lewis

Lettings officer: Miss Ruth Humphreys, Parish Administrator

TERMS AND CONDITIONS OF USE OF THE CHURCH BUILDING

1. All applications for use must be in writing on an application form or by email and dealt with by the Office Administrator (Lettings officer) . The person signing the form shall be considered the User. Where an organisation is named, that organisation shall also be considered the User and shall be jointly and severally liable with the person signing the original application form.
2. The P.C.C. reserves the right to refuse or cancel a booking without giving a reason. However, it will normally give 28 days notice to terminate a regular booking.
3. The regular user may cancel a single session provided 7 days written notice is given to the lettings officer. If no notice is given, then the letting fee will be charged. 28 days notice is required for the permanent termination of a regular booking.
4. The use of the church constitutes use of the whole church building, with the exception of the vestry and office.
5. The concert lettings rate usually includes access from 2.00pm through to 10.00 pm. Precise timings will be agreed for each use, by the lettings officer. Occasionally, there may be services scheduled during a session which will be discussed at time of booking.
6. The use of liturgical furniture and equipment will be agreed with the user for each session . Only that permitted at this time may be used.
7. The use of the sound system is included in the user fee. The user should notify the lettings officer if it will be used so that adequate training can be offered. Users should take extreme care with microphones (they are a little fragile!). The Audio-Visual system is not part of the letting agreement.
8. There is a separate fee for the use of the organ.
9. The user shall be liable for all loss, damage or injury to the premises, furniture or fittings occurring during the period of hire. All damage and breakages must be reported to the letting officer within 24 hours and a charge will be made for the full replacement cost.
10. Placards, posters or notices may not be displayed in the church, without permission.
11. No aisles or exits must be blocked; chairs, tables or other obstructions placed in front of doors, and **FIRE EXTINGUISHERS MUST NOT BE TAMPERED WITH OR MOVED.**
12. The P.C.C. shall **NOT BE RESPONSIBLE** for any loss, damage or injury which may be incurred by or be done or happened to any person or persons resorting to the church during this use , arising from any cause whatsoever or for any loss due to any break down of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God, which may cause the church to be temporarily closed or the hiring to be interrupted or cancelled. The User

shall indemnify the P.C.C. against any claim which may arise out of the use in respect of such loss, damage or injury.

13. Any items, including furniture or equipment etc. brought into the church by the User must be removed at the end of each period of use unless prior agreement for storage has been made.
14. The P.C.C. shall not be responsible for any property of the User whilst on the church or for any property stored (with consent) on the premises.
15. No additional light fitting or electrical appliance beyond those provided shall be used without the consent of the P.C.C., nor shall there be any interference to those provided.
16. When CD players or amplification equipment are used, the User is expected to ensure that the volume of noise does not unduly inconvenience neighbours.
17. No annoyance, inconvenience or disturbance should be caused to any occupier of adjacent premises or any member of the public.
18. No nail or fastening shall be driven or put into the wall, floor, furniture or fittings of the church inside or outside of the building.
19. The User shall permit the vicar, the P.C.C. or their representatives' access to the church to ensure compliance with these terms and shall permit users of other parts of the church reasonable access to them.
20. Sub letting of the church is not permitted
21. Smoking is prohibited on the WHOLE church grounds at any time
22. The church is not licensed for the sale of alcohol and if alcohol is brought into or consumed in the church the licensing laws must be respected.
23. At the completion of the use the premises, furniture and fittings must be left in a clean condition.
Cleaning materials are in the cupboard in the disabled toilet or first cupboard on right in lobby area.
Please take away any recyclable rubbish or use the appropriate recycling bins in church. All nappy bins must be emptied on leaving.
24. The User should be conversant with and abide by current Health and Safety regulations.
25. Failure by the User to observe any of the above terms of hire will result in cancellation of further bookings and no future applications from the User will be considered.
26. A verger will be available for some uses and can provide any assistance required.
27. Please note that St. Luke's Is an Inclusive church and we expect all users to be Inclusive too.
28. All users of the church will be expected to adhere to any restrictions and regulations relating to Covid19 (or any other infectious disease or issue) as imposed by the government or the PCC.

29. The PCC reserves the right to add heating and lighting charges as necessary to cover the full cost.
30. Outside agencies hiring the church may need to produce their safeguarding policy if their groups include vulnerable children or adults. If applicable, Users should ensure that they or their organisation, fulfil current Child Protection/Safeguarding legislation when using the premises.

St. Luke's PCC August 2021

Reviewed: October 2025

Next review October 2026