



HOLYWOOD BAPTIST CHURCH

MAKING JESUS KNOWN

Policy for Use of Church Premises

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Facilities

Hollywood Baptist Church is situated on the main Belfast Road in the approach to Hollywood and offers a range of modern facilities including an Auditorium, Minor Hall, Sports Hall, Coffee Lounge and Youth Wing as well as other smaller miscellaneous rooms. It has a well equipped kitchen on the ground floor and a coffee dock in the upstairs Youth Wing. The facilities comply with the Disability Discrimination Act. There is limited parking within the church grounds with some on street parking available; a public car park is within five minutes walk of the premises. The facilities are summarised, as follows:

Facility	Seating Capacity (Max)	Style	Equipment	Restrictions
Ground Floor Main Auditorium Balcony Overflow (foyer)	250 93 100 (max)	Theatre	Baptismal Tank Sound Desk & System Audio- Visual Piano	No food to be served or consumed in this area; Children are not permitted on the balcony/ platform unless accompanied by an adult
Minor Hall	90 (max) 75 (preferred)	Flexible - Theatre/ Classroom/	Flat Screen TV for presentations Serving hatch from Kitchen Electric Keyboard available	
Coffee Lounge	32	Casual	Sofas/Coffee Tables/Bar Stools & Tables Flat Screen TV for presentations Serving hatch from Kitchen	

Facility	Seating Capacity (Max)	Style	Equipment	Restrictions
Kitchen	N/A	N/A	Fully equipped modern kitchen with serving access to the Minor Hall, Coffee Lounge and Creche Room	
Prayer Room	8 - 10	Casual	Soft Seating	
Creche	N/A	Casual	Children's Toys Flat Screen TV for presentations Serving hatch from Kitchen Children's tables & chairs	
Upstairs Youth Wing	46	Casual	Sofas/Soft Chairs/Stools/ Coffee Tables Coffee Dock and serving area	
Sports Hall	N/A	N/A	Nets	No food to be served or consumed in this area; Only suitable non-marking footwear to be worn
Board Room	8	Boardroom	Board Table & Chairs	

NB: Blu-tack, Sellotape or other adhesives must not be used on walls.

The church grants the use of its premises on the conditions that:

- no alcohol is brought onto the premises;
- no sales take place other than for charitable purposes;
- no raffles are held; and
- the TVs cannot be used unless previously agreed, and can then only be used to show non-copyright material.

Availability

Hollywood Baptist Church (HBC) buildings are primarily for use by the Church and, provided there are no prior arrangements in place for Church activities, other Christian Organisations and local Community Groups who may be granted use of the facilities on an occasional basis. The buildings and facilities may be allocated on the following basis:-

1. Regular HBC Ministries
2. HBC Events
3. An event sponsored by HBC members with a clear Christian or Family focus (Weddings, Birthdays etc)
4. Events sponsored or run by other churches or associated Christian organisations (Baptist Missions, SU, etc.)
5. Other community events which do not conflict in diary terms with the above

The church buildings are not available to be used for political events or meetings, profit-making businesses or by individuals or organisations whose aims, objectives or proposed uses are contrary to Bible-based Christian Principles or the ethos of Hollywood Baptist Church.

The premises can be booked for use on weekdays, evenings and weekends, subject to the availability of Church Personnel.

Recurring bookings by external groups are limited to three months and subject to renegotiation, provided there has been compliance with the terms and conditions.

Should Hollywood Baptist Church, for reasons beyond its control, need to make any amendments to your booking (e.g. funeral) we reserve the right to offer an alternative choice of facilities.

Insurance liabilities

The buildings are insured for the Church's own use, but users (4 & 5 above) must evidence to Hollywood Baptist Church that their own insurance policy provides cover for Loss of Personal Property, Personal Injury, Public Liability with extensions in respect of any special provisions

related to the nature of the proposed use. This requirement also applies to individuals who are not members of the church. Regular attenders/adherents must make their own insurance arrangements for private family functions; this may be organised through the Church's Insurance company, Oakland Insurance.

HBC will not be held liable for any accidents, injuries, loss, damage or incidents which might occur during the use of the buildings or facilities except if it is proved beyond doubt that HBC has been negligent in some way, that is, if there is some type of material or maintenance fault. Should consent to use the premises be granted, evidence of cover must be lodged with the church secretary at least 10 working days before the event, or that consent may be withdrawn

HBC reserve the right to forward copies of insurance to its own insurance broker and/or insurer for approval.

Set Up and Use of Equipment

External Groups cannot set up equipment such as the Baptismal Tank; this is the responsibility of the Church Office Bearers. Church equipment, e.g. kitchen, sound desk, audio-visual, etc. may not be used unless a briefing on its safe use is provided. It is therefore essential that external groups identify, at the time of booking, their set up and equipment requirements.

When you leave, the premises, furniture and fittings must be left in good order and condition. Any food or drink spills should be cleared, all litter placed in the kitchen waste bin and the black plastic liner tied off and put in the external bin; a replacement bin liner should be put in the bin. The floors should be swept/vacuumed if necessary. Vacuum cleaners, brushes and mops are located in the ground floor store adjacent to the kitchen; this will remain unlocked while the building is in use.

Security

Access to the church premises will be provided by a key holder who will provide a briefing on the security of the building. Access will only be provided to those parts of the premises identified in the original booking; all other rooms will remain locked. The church key holder will also check that there has been no damage to the premises or equipment, check that all equipment is accounted for and turned off.

During an event it is the responsibility of users to ensure that all external access doors are kept locked, except during access and egress – and then only on a supervised basis.

Child Protection

The Church requires all Users to comply with Child Protection Legislation and have the correct ratio of Adults to Children, as follows:

Age of Children	No of Adults	No of Children
0 - 2	1	3
2 - 3	1	4
4 - 8	1	6
9 -12	1	8
13 - 18	1	10

Health & Safety

In the interests of health and safety users are asked not to move the furniture.

Users are asked to familiarise themselves with the Fire and Evacuation procedures which will be explained on arrival. These should be addressed at the beginning of any event and all attendees should be advised of the procedures. Users are responsible for recording the numbers of people present so as to ensure that all have left the building in the event of fire or other emergency evacuation.

All fire doors must remain closed and must not be blocked at any time.

Emergency first aid equipment is located in the kitchen on the ground floor and in the Youth Wing on the upper floor.

The use of bouncy castles and/or other inflatables is not permitted.

Users are responsible for the conduct of their group while at the building.

No animals, apart from guide dogs, are allowed on the premises.

Advertising

Unless specifically agreed by the leadership team:

- any advertising for external bookings must not imply that it is organised or supported by Hollywood Baptist Church; and
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- the church will not advertise events for external bookings, either by way of announcement, posters/flyers displayed in the premises, or on the church website.

Car Parking

Limited car parking is available within the church premises and there is some on street parking within close proximity of the building. A public car park is available at Spafield which is approximately five minutes walk from the church in the direction of the town centre.

Anyone using the church car park does so at his or her own risk. The Church will not accept any responsibility for any loss of, or damage to, any vehicle or its contents while it is parked in the Church car park.

Vehicles must be parked in the marked parking bays and must not obstruct the main entrance to the car park.

VEHICLES MUST NOT BE DRIVEN IN THE CAR PARK AT MORE THAN 5 MILES PER HOUR. DRIVERS MUST WATCH OUT FOR CHILDREN.

The Church has Car Parking Guidelines (see Annex I). To ensure your event runs smoothly, organisers are required to familiarise themselves with these Guidelines. If 80+ people are expected to attend an event, the event organiser must marshal car parking according to the Guidelines. Bookings will not be accepted if the event organiser is unable to provide car park marshals.

Catering

Users are welcome to use the church facilities to cater for their event provided the use of the kitchen and the nature of the provision is highlighted at the time of booking. The church does not provide catering support for events organised by third parties.

Costs

The Church does not levy a fixed charge for the use of its facilities but advises that a donation to offset the cost of provision of heating, lighting, personnel and other facilities is acceptable.

Booking

Applications for the use of the church premises should be made on the attached Booking Form (see Annex II) and forwarded to the Church Secretary who can be contacted at secretary@hollywoodbaptist.org.uk or at the church office.

In order to book a room you will have to provide the following information:

1. The email/contact details of the person responsible for the booking;
2. Date and time of event;
3. Number of attendees;
4. Catering requirements;
5. Set up of room (theatre, classroom, etc);
6. Equipment Requirements; and
7. Evidence of Public Liability Insurance Policy held by your organisation.

At least four weeks notice is necessary to ensure the availability of church personnel to support your event, if required. In such cases, acceptance of the booking will be dependent on the ability of the church to provide the support identified in the application.

CAR PARKING GUIDELINES

PARKING IN THE CHURCH GROUNDS

- ❖ Upper (in front of church) 5 spaces
- ❖ Side (downslope) 6 spaces
- ❖ Disabled 3 spaces (2 marked as disabled; 1 retained for disabled use at the front of the building)
- ❖ Lower (at the back of the church) 11 spaces

It may be possible to double park in the church grounds provided those blocked in are not leaving early.

Priority in the church grounds should be given to:

- ❖ Disabled church goers
- ❖ Elderly church goers
- ❖ Church goers with small children
- ❖ Pastor / Speaker

PARKING IN THE NURSERY CAR PARK

It is possible to park in the grounds of the child care nursery on the other side of the road from the church.

There are 5/6 car spaces - priority should be given to those involved in the service, the band, sound/vision personnel, or service leader and this group should be encouraged to use the Nursery Car Park.

PARKING ON THE BELFAST ROAD

Respect the people living along the road - do not block or even get close to blocking driveways.

Church Side

No Parking on the grass all wheels must be on the road!

There should be room for about 20/22 cars before the first house on that side, parking can continue beyond the first house but care must be taken not to obstruct anyone's driveway.

Other side of the road

No parking in the cycle lane

Do not block the pavement - leave room for a double buggy to get past.

Take care when parking between driveways as there is only room for one car between each driveway.

CAR PARK DUTIES

Car park duty commences 30 minutes before the service begins, i.e at 10.00 am on Sunday mornings and at 6.30 pm on Sunday evenings, if required.

Where possible there will be two people on car park duty. One person should stay at the church to guide parking in the church car park. The second person should direct parking on the main road and move up the road to where cars are actually parking.

Those on car park duty are encouraged to wear a High Visibility Jacket provided in the cloakroom area in the outer foyer of the church.

It is the responsibility of the Deacon on duty to put out the traffic cones before the Sunday morning service; when doing this a High Visibility Jacket should be worn.

A traffic cone should be placed in the first parking space at the front of the Building (directly opposite the front door) to retain usage for disabled users.

Traffic cones should be placed on the 'town side' of the church entrance to ensure that drivers' visibility is not restricted when entering or leaving the church grounds.

Traffic cones should also be placed between gateways on the other side of the road from the church to ensure that residents' access to their property is not restricted.

A traffic cone should be placed at the entrance to the cycle lane opposite the church to ensure that access to the cycle lane is not blocked by parked cars.

At the end of the service those on car park duty will be responsible to bring the traffic cones in again.

HOLYWOOD BAPTIST CHURCH

EVENTS BOOKING FORM

Hollywood Baptist Church (HBC) is delighted to make its facilities available. This form will help us decide if we can provide appropriate support to enable the smooth running of your event. Please spend a little time considering your requirements or expectations **in conjunction with the Church Booking Policy** and set these out, with as much detail as possible, in the form below.

Yours faithfully,

Mandy Matchett

HBC Secretary

Your Event

Organisation:

Name of Event:

Date: **Start time:** **Finish time:**

Approximate number of people:

Your Contact Details

Contact name:

Address:

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Contact by phone:

Contact by e-mail:

Member of Hollywood Baptist Church

Yes/No*

Requirements

Premises

Please indicate if you anticipate use of the following Church premises:

Main Auditorium (ground floor only)	Yes/No*
Main Auditorium (balcony)	Yes/No*
Minor Hall	Yes/No*
Coffee Lounge	Yes/No*
Prayer Room	Yes/No*
Creche Room	Yes/No*
Youth Wing	Yes/No*
Sports Hall	Yes/No*

Set Up

Please specify your set up requirements:

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Church Support Required	Yes/No*
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Time

Access to the premises will be facilitated by a member of HBC. Please specify your access requirements, including time in, time out:

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Car Parking

Events anticipating attendance of more than 80 people will require car parking to be marshalled. Event organisers must provide two car park marshals.

Please confirm:

Car parking Marshals required:	Yes/No*
Car Parking Marshals provided:	Yes/No/N/A*

Audio/Visual

If using the main auditorium, you will probably require use of the Church's Audio/Visual facilities.

Please confirm:

Your requirements:

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Audio-visual technicians provided:	Yes/No/N/A*
Church technician(s) required	Yes/No/N/A*

N.B. The provision of an audio-visual technician is dependent on the availability of personnel.

Music

Please confirm if you require:

Use of piano in Main Auditorium	Yes/No*
Use of electric keyboard in Minor Hall	Yes/No*
A pianist	Yes/No*

Specify other requirements

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N.B. The provision of a pianist and/or other musicians/worship leader is dependent on the availability of personnel.

Catering

We expect an event organiser to make their own catering arrangements.

Please confirm:

Your requirements:

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Own arrangements made: **Yes/No/N/A***

Other

If you have additional requirements, please provide as much detail as possible:

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NB. The use of bouncy castles and/or other inflatables on the church premises is not permitted.

Insurance

Please confirm (external groups/non-members only):

Public Liability Insurance Cover in place: **Yes/No***

Copy of Public Liability Insurance attached **Yes/No***

If copy of Public Liability Insurance is not attached please advise how this will be provided:

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Please return this form, as soon as possible, to Sheila Jones, either by e-mail to Bookings@hollywoodbaptist.org.uk or by posting or handing in to the church office.

HBC reserves the right to forward copies of insurance cover to our insurance Provider and/or insurer for approval.