



Conditions for the Use of the Sunday School Building

CHURCH BOOKING FORM

Name of Member: _____

Address: _____

Tel: Home _____ Mobile _____

Reason for Booking: _____

Dates Required: _____

Times: Access Activated From _____ To _____ (these times should include set up and clear up)

Deposit \$300

Deposit is refundable after the event if the Sunday School building is left tidy and with no damages. On return of the key.

Person making the booking

Declaration: I hereby declare that I have read and agreed to the conditions of use written in the next page of this form.

Print Name: _____

Signature: _____

Approved by: _____

Board Representative

Conditions of Use

- The use of the Sunday School building is exclusively for MCFA member events ONLY.
- Ministry events will take priority! Bookings may be Cancelled.
- The main building cannot be used, except for the toilets.
- The person booking the premises hereby agrees to be liable for any damage or loss to the hall or other church property resulting from their use.
- Maximum number allowed is 100.
- The hirer is responsible for insurance cover as it is not covered by the church insurance policy.
- The person booking must ensure that during their use of the building no person smokes and that no alcohol is supplied or consumed.
- The person booking agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the building apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation.
- The person booking has a responsibility to notify the church of any defect in the accommodation or in any of the church's furniture or other equipment in the accommodation.
- Event activities shall be in a Godly manner and MCFA prohibits activities that can be perceived as detrimental to the church

Health and Safety

- The person booking the Sunday School building is responsible for ensuring the safety and security of all those who are using the hall during their activity and should complete their own risk assessment prior to their activity.
- The person booking is responsible for ensuring that appropriate third-party liability insurance is in place.

Preparation and Cleaning up

- Cooking facilities are limited but pre-prepared food may be brought in. (The person booking is responsible for ensuring that food is prepared and stored according to hygiene regulations).
- When kitchen facilities are used all items used should be cleaned and put away. The floor and work surfaces should be cleaned.
- People using the building must supply their own plates, cutlery, cups etc.
- All property that has been used must be cleaned and returned to its proper place and safely stored.
- Toilets are to be cleaned
- Chairs need to be stacked and tables returned to their storage areas
- The room should be swept and left in a tidy condition.
- Any items on walls or blinds must be removed with care – use only blutac
- On leaving check that
 - all lights are switched off,
 - aircons switched off,
 - stove switched off,
 - toilets are flushed,
 - urns and electric jugs are taken from their sockets
 - all your food is removed from the fridge and freezer
 - all rubbish should be removed from the premises

- all doors closed and locked on the way out
- ensure that the gate is locked when leaving the premises