

**NEW ROAD BAPTIST CHURCH**  
**CONDITIONS FOR THE USE OF THE CHURCH**

Thank you for using New Road Baptist Church for your meeting/event. We want to ensure that your group has a productive, pleasant, and safe meeting on the church premises. Therefore, please note the following conditions of use and ensure relevant group members are briefed on the following:

1. The User agrees that the church accepts no responsibility for injury or loss to person or property arising out of the use of the accommodation, apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation. The User will keep the church indemnified against any claims for which the church is not responsible.
2. The agreed fee for the use of the accommodation must be paid in advance of the hiring.
3. The accommodation may only be used by the named organisation for the purpose and during the period indicated on the booking form.
4. After use, the premises must be left clean and tidy, with all furniture and equipment left in the same position as before use.
5. The User is **responsible for the security of the entrance to the building** and shall ensure the signing in/out book is completed in the front entrance. The video intercom system is provided in several rooms, allowing the User to open the door remotely. At the front door, there are different buttons to press to request entry to different rooms; please inform your guests which button to press to allow easier access.
6. **The hirer must ensure that all lights are turned out and all doors and windows are shut and properly secured.**
7. Please note that for the purposes of security, the church has a CCTV system recording footage of users entering/exiting the building. This footage is stored securely in accordance with the church's privacy policy.
8. The User is responsible for all damage (other than fair wear and tear) incurred to the church's fabric, fixtures, fittings, or equipment by their use of the accommodation. The User has a responsibility to notify the church of any defect in the accommodation, furniture, or other equipment.
9. The church building is accessed via electronic key fob (and keys for certain rooms), which will allow access to the premises at the specified times. The fob/keys must be returned to the church office after use. If they are lost and/or not returned, an additional charge of £10 will be made for each fob or key replacement. If a fob or key is lost, please inform the church office as soon as possible so the system can be updated to prevent unauthorised access.
10. The User must not leave any equipment, furniture, or articles of any kind in the accommodation unless by prior written agreement from the church, who reserve the right to charge a separate fee for the provision of any such specified and agreed storage facilities.
11. The church retains control, possession, and management of the accommodation and the user has no right to exclude the church from the premises. Upon giving reasonable notice to the User, the church is entitled to require the User to transfer, if possible, to alternative, comparable accommodation elsewhere within the building. Occasionally, routine maintenance activities may need to be undertaken during the User's hire hours. Wherever possible, prior warning shall be given to the User of the need to access the room during their hire period and any disruption shall be kept to a minimum.

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12. Where premises are to be used by children or vulnerable adults, the User agrees to comply with the church's Safeguarding policy (which is available on request) or an equivalent policy to be attached to this booking form for review and shall ensure that these individuals are adequately supervised at all times.
13. No smoking is allowed on the premises and no alcohol may be supplied or consumed.
14. No parking is available at the church, nor is parking is permitted on the forecourt without prior permission from the church office. Please note that the church is within the Oxford Zero Emissions Zone, therefore, any vehicle accessing the forecourt will require a permit (refer to the church website for further details).
15. Please use the notice boards provided in the front lobby and in most rooms to direct people to the room you have booked. However, no signs/posters should be stuck on the walls. Signs on the glass entrance door should be placed in the holder provided.
16. Working closely with the surrounding city centre community is important to us. Please be considerate of our neighbours and the general public when using the premises. Keep noise levels to a minimum and when using Bonn Square, keep it neat by using the bins provided and be respectful of those sharing the space. Use of banners/display boards for publicity should be agreed with the church office at the time of booking.
17. Requests for use of equipment on the premises such as the piano, organ, and kitchen must be included when making the booking.
18. The church may terminate this agreement immediately at any time should there be a breach of these conditions by the User.

**Emergency Procedures**

19. If a fire is detected, sound the nearest fire alarm and dial 999 for the Fire Brigade. You should familiarise yourself with the positions of the fire extinguishers nearest you, ensuring you use the correct one for the type of fire. **Only use the fire extinguishers if you can do so without risk of personal harm.** Make sure you are aware of the fire exits and alarms and can quickly evacuate your group to the fire assembly point on the church forecourt. The lifts must not be used in case of a fire, so please make yourself aware of the location of the sledges and chair when your group includes those unable to use the stairs. Where applicable, please ensure that you unlock the fire exit in the room you are using. A summary of the fire instructions is on display in each room.
20. If you are using the main chapel building, please ensure that all fire escape doors are kept unlocked during your meeting, then locked when vacating the chapel.
21. Corridors must be kept clear at all times. Under no circumstances should bikes be brought into the premises; please use the cycle parking facilities located in the city centre.
22. The User is responsible for not exceeding the maximum capacity of each room:
  - a. Chapel            150 people (ground floor, see below)
  - b. Tidmarsh        80 people (seated in rows)
  - c. Mint House     25 people
  - d. Other rooms    refer to church office
23. Due to its low balcony, the chapel gallery should only be used following completion of a separate risk assessment. Temporary guardrails are provided at the stair locations.

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24. In the event of an emergency, please let the designated church contact know:

**Church Emergency contacts (in order):**

- 1) Church Office 01865 798235
- 2) Other contacts will be provided on booking

25. Should the lift break down, press the emergency button, which will dial directly through to the church office/lift maintenance company to raise the alarm.

**First Aid & Health & Safety**

26. Users should ensure they have adequate first aid provision for their activity. Further guidance is available on the HSE website. First aid boxes are located:

- 1) Outside the kitchen on the ground floor;
- 2) In the Mint House.

27. Any accident should be recorded in the accident book available with the first aid kit on the ground floor corridor. Completed accident forms should be returned to the church office, along with notification of any materials used from the first aid kit (you will not be charged for these).

28. It is your responsibility to ensure that any electrical items you bring into the building are safe (PAT tested). The use of electrical equipment other than audio/computer equipment requires permission from the church office.

29. Please follow relevant government guidance in relation to COVID-19 precautions.

30. If the kitchen is being used for food preparation/serving, the User shall ensure that the relevant food hygiene training/guidance is followed. A copy of key guidance is displayed in the kitchen for reference. Please ensure instructions for the dishwasher are followed.

*We want to ensure these premises meet your needs & expectations of your group – therefore if you find anything on the premises which is damaged or missing, or should you have any suggestions for how we can improve the service we provide for you, please let the church office know.*

# NEW ROAD BAPTIST CHURCH

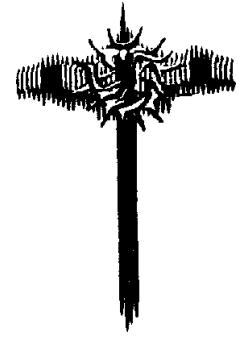
## Bonn Square

Oxford, OX1 1LQ

Church Office - (01865) 798 235

Please visit our website: [www.newroad.org.uk](http://www.newroad.org.uk)

Church office email address: [office@newroad.org.uk](mailto:office@newroad.org.uk)



### Room Booking Form

Name of organisation .....

Hirer (name).....

Address.....

Postcode.....

Telephone: ..... Mobile.....

Email .....

Keyholder for hiring organisation .....

Person responsible for housekeeping .....

Purpose/nature of event & organisation .....

.....

Are you a charity? If so, please provide Registered Charity No .....

Do you have a Safeguarding Policy?.....Y/ N

If yes, please provide a copy with your booking. If no, please confirm you will comply with the New Road Baptist Church Policy (available if required). Y / N

Room (s) Booked .....

Equipment needed .....

Anticipated number of attendees (approx) .....

Date of hire: .....

Times (including set up and clearing away): .....

Hire charge ..... Total .....

We undertake to comply with the room hire conditions for these premises (see attached)

Signed ..... Position .....

An electronic signature is acceptable. By signing this form, I consent to my details above being entered onto our church database for the purposes of communication. This is for internal use only and in accordance with the church's privacy policy. Your details will not be shared with third parties.