

Conditions of Let

Regular Lets are for a maximum of 12 months and are reviewed annually in the summer.

Introduction

We welcome all parties who use our premises. However, please remember that this is a Church building and treat it with respect. Our aim is to provide a good environment where a variety of activities can take place. Accordingly, the following conditions must be adhered to. Breach of these conditions could lead to immediate termination of the let.

1. This contract for use is a personal agreement between the Trustees of Mannofield Church of Scotland, Aberdeen (the Trustees) and the User, and cannot be assigned in whole or in part to another party.
2. All halls provided are clean and heated when required. Every Group Leader will be shown the location of the First Aid kit and emergency exit doors.
3. Arrangements for access must be strictly adhered to. The User **must** comply with agreed time parameters of booking and not over-run. Failure to do so could cause difficulties for other users and might put in jeopardy the continuation of the let. Each Group Leader is responsible for all members of his/her organisation while on the Church premises and during the let shall remain onsite to supervise his/her members and to ensure that all timings are adhered to.
4. In accordance with the Protection of Vulnerable Groups (Scotland) Act of 2007, the User is responsible for the safety of young persons and protected adults in its care. The User must be registered with a body pertaining to this and be able to produce an appropriate certificate if requested by the Trustees, represented by the Hall Lets Convenor. The User further confirms that it has adopted a recruitment procedure for working with children, young people and protected adults which, where appropriate, includes requiring staff to be members of the Protection of Vulnerable Groups Scheme. If the User is found to be in breach of these undertakings, the Trustees, represented by the Hall Lets Convenor, shall have the right to terminate this agreement with immediate effect.
5. Every User must have a nominated Leader who must view the premises before commencing the let, to ensure the hall(s) are suitable for their intended purpose. In addition, the nominated Leader must familiarise him or herself with all emergency procedures and undertake to implement them in the event of an emergency. The Hall Lets Convenor or Church Officer must be informed of any equipment and additional items required.
6. The Trustees shall not be responsible for any loss, damage, or injury, or claim by any party of any kind whatsoever, including but not limited to claims in respect of any deficiency in respect of the premises themselves arising out of this let and all forms of consequential, direct and indirect losses; and the User shall unconditionally and irrevocably indemnify the Trustees against all such loss, damage or claims. Any damage must be immediately reported to the Hall Lets Convenor.

Conditions of Let (continued)

7. The User shall be responsible for providing its own adequate public liability insurance for itself, those associated with it, its equipment and any other property it brings into the premises in connection with its use of them and, if required, shall exhibit the relevant policies and premium receipts to the Landlords. All electrical equipment brought in for use should be PAT tested.
8. During the course of a let, all members of a User must wear soft/appropriate shoes which will not mark or damage any of the floors. Noise should be kept to a level which will not unduly disturb other users.
9. No dogs will be allowed in any area of the building unless it is a Guide Dog accompanying a visually impaired person.
10. The User must take reasonable precautions regarding prevention of fire and ensuring the security of buildings. Doors and windows must not be left open nor unattended. Group Leaders should make their members aware of the First Aid box and fire blanket. Exits to fire doors must be clear at all times.
11. Halls must be left in the same condition in which they were found. This may require sweeping floors and wiping tables. The toilets and cloakrooms must also be left clean.
12. All rubbish must be sorted into recyclable and non-recyclable and placed in the appropriate bin provided outside the Church building or taken away. This does not apply to disposable nappies, which must be removed from the premises.
13. All reasonable endeavours will be taken by the Trustees to ensure the availability of the preferred room/hall within the premises, but the Hall Lets Convenor reserves the right to give notice in writing in advance of cancellation of the preferred room/hall for a particular week or otherwise a request to make use of an alternative room/hall within the premises that is available.
14. Notices may only be put up on boards in the corridors and vestibule with prior permission of the Hall Lets Convenor. The use of pins, tacks, staples or adhesive tape is not allowed on the walls.
15. If a User is not going to meet, the Hall Lets Convenor must be given as much notice as possible. If less than 48 hours is given, a partial or full fee may still be payable at the discretion of the Hall Lets Convenor. Termination of regular lets requires one month's written notice.

In case of any enquiry or complaint, please contact June Rae (Hall Lets Convenor) at:
letsmannofieldchurchaberdeen@gmail.com