

Woodhill Evangelical Church

30 Wester Cleddens Road, Bishopbriggs, Glasgow, G64 2NH



Use of Facilities Conditions of Use

“The Church” means Woodhill Evangelical Church, 30 Wester Cleddens Road, Bishopbriggs, Glasgow G64 2NH, including its Trustees from time to time.

1. Bookings

All requests for bookings must be made through the Church Office by written application, phone or e-mail. Thereafter, a Facilities Booking Form must be completed and returned to the Church Office. Bookings will only be considered confirmed and valid once a receipted Facilities Booking Form or Booking Confirmation has been sent to the applicant. All applicants must be over 18 years of age and the applicant will be responsible and liable for any loss or damage of whatsoever nature sustained to the Church, its facilities, equipment, members, staff or visitors.

2. Premises

The Church will assign a member of Church staff to work with the applicant to set up rooms as booked and use its reasonable endeavours to ensure that the facilities required are clean, comfortable and well heated and ventilated (as to which standards the Church shall be the sole judge). However, please note:

- You must not move furniture or fittings without our permission.
- You must ask permission for the distribution or display of any promotional material in the Church.
- The use of Blotack, Sellotape and other such fixings on walls or any other part of the Church structure is not permitted.
- Any damage caused should be reported to the Church Administrator immediately – you may be charged with the cost of inspecting and/or repairing the damage.
- Alcohol may not be sold or consumed on the premises.
- Users of the Church premises are subject to the authority of the member of Church staff on duty in the event of any dispute or emergency situation.

3. Parking

There are a number of parking spaces available at the rear of the building and you are free to use these for the period of your use of the facilities as available. Note, however, that vehicles are left in the Church car park at the owner's own risk, and the Church accepts no responsibility for any theft or damage or loss, howsoever occasioned.

4. Health and Safety

We endeavour to ensure that the Church is a safe environment. In order to assist with this, we require you to agree to the following conditions:

- You must comply with the Church's Fire Regulation and Safety procedures.
- All passages and exit doors to and from all facilities MUST be kept clear of any obstruction(s).
- Smoking is not permitted anywhere within the Church building or the surrounding outside space.
- Any electrical equipment brought into the building must have current PAT certification (or equivalent).

5. Accident/Injury/Consequential Loss

We take steps to attempt to ensure that accidents do not happen and have security measures in place to attempt to prevent theft. First aid boxes are available in clearly marked locations throughout the Church. However, you should note that:

- The Church accepts no responsibility in the event of an accident/injury to any person using the Church facilities or in respect of loss or theft of personal belongings or equipment or for any other loss or damage, howsoever occasioned.
- Any accident/injury should be dealt with by the applicant or nominated person in charge of your group.
- You are advised to take out your own Public Liability Insurance for events.

6. Charges

A room charge will be made to cover all reasonably incurred costs, as well as for hire of equipment and catering. Payment must be made within the Church's standard payment terms, with cheques made payable to WEC Projects. For large events, we may require a non-returnable deposit.

7. Cancellation

If you need to cancel your booking, please inform us as soon as you can. It may be necessary, due to previously unforeseen circumstances, for us to amend or cancel your booking. Whilst every effort will be made to avoid this, we reserve the right to do so.

8. General

The Church shall have the right to suspend the use of facilities or take action at their sole discretion on any matter which in their opinion does not comply with these Conditions of Use, or which they consider necessary (at their sole discretion) in the interest of safety or to deal with any contingency not covered by the “Conditions of Use”.