

## **Contract for the use of Duffus Church Hall - 2019**

Hall user - Organisation	
Contact person's name	
Contact person's address	
Contact person's telephone no.	
* One-off let – date and time	
* Regular let – days/dates and times	
Cost per session	

\* delete where applicable

Costs per session (1st January to 31<sup>st</sup> March) – for voluntary youth groups £5; for other youth groups £10; for adult groups £15

Cost per session (1<sup>st</sup> April to 31<sup>st</sup> December) – for voluntary youth groups £6; for other youth groups £11; for adult groups £16.

### **Terms and conditions**

1. The charge shall be paid to the Sub-treasurer of the Congregation, Mrs Sheila Duncan, Begrow Farm, Duffus (tel. 01343 830238)
2. The premises shall only be used for meeting, and the user is responsible for any requirements associated with Planning Acts, licensing or other statutory provisions – and also any additional rates levied due to the use made of the premises.
3. The congregation of Duffus, Spynie & Hopeman will ensure the premises are in good condition and fit for use. The user shall leave the premises in a clean and tidy condition, and clear of any rubbish, at the end of each time of use.
4. The user shall make good any damage caused to the premises or surrounding property through their use.
5. The user must ensure that all entrances and exits are left locked and secure when leaving the premises after each time of use.
6. A regular let can be terminated by either the congregation or the user giving four weeks' notice in writing to the other party. The congregation shall have the right to terminate this agreement with immediate effect in the event of the user being found to be in breach of any of these terms and conditions.
7. The user shall ensure that adequate insurance cover is in place for the user, its associates, and any equipment and property, including public liability insurance for the use of the premises. The congregation may request evidence of the relevant policies and receipts.
8. The congregation shall not be responsible for any loss, damage, actions, proceedings, costs, claims or demands by any party of any kind arising from any acts or omissions of the user; and the user shall indemnify the congregation against all such loss, damage, actions, proceedings, costs, claims or demands arising.
9. If the use of premises includes working with children and young people, or with protected adults, users should be compliant with legislation and provisions relating to safeguarding of children and

young people, or of protected adults. The Church of Scotland Safeguarding materials and policies can be found at [www.churchofscotland.org.uk/about\\_us/safeguarding\\_service](http://www.churchofscotland.org.uk/about_us/safeguarding_service), and outline guidance summarised below.

## **The Church of Scotland Safeguarding Service**

### **Top 10 tips for Safeguarding**

1. If you suspect or witness harm or abuse, it is reported to you, immediately report it to your co-ordinator or manager. Report serious abuse directly to the police.
2. Get advice (Church of Scotland Safeguarding Service, 0131 240 2256, Mon - Fri, 9am - 4.45pm)
3. Abuse? - 'If it doesn't look, sound or feel right it probably isn't right.'
4. Label it. What type of harm has occurred or is at risk of occurring?
5. 4Rs: Recognise, Report (see 1. above), Record and Refer.
6. Don't keep a disclosure of abuse secret - there are limits to confidentiality. The Data Protection Act 1998 allows this.
7. Concerned that an offence may have been committed? Discuss with the police or social work service.
8. Look at the bigger picture - who else has a responsibility for, or an interest in, the person?
9. 4Ws: immediately after a safeguarding event record 'Who, What, Where and When'?
10. How and why? After, review the context.

### **Congregation Contacts :**

For practical queries about Duffus Church Hall, please contact Duffus Property Convener, Ron Duncan, tel. 01343 830238

For queries relating to the let agreement, please contact Sheila Duncan, tel. 01343 830238

### **Data Protection & Privacy:**

We are aware that when you have completed this form we will be holding confidential information about your organisation. In accordance with our Data Privacy Policy, we will only use this information for the purpose it is intended.

Signed \_\_\_\_\_  
on behalf of the user

Signed \_\_\_\_\_  
on behalf of the congregation