

# *Washington church of Christ*

## Building use Policies

This Policy covers use of the building and responsibilities and the users.  
This policy works alongside the general Policies and procedures in place.

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### **Definitions**

“church Trustee or nominee” means a Trustee of the charity of Washington church of Christ or anyone nominated to act on their behalf in any given situation, such as a building user.

### ***Basic standards of behaviour***

The church does not require users to promote Christian teaching. However the church does require that users should not carry out activities that undermine or compromise the biblical Christian basis of the church.

Eating, drinking and smoking are permitted within identified areas only.  
All waste including chewing gum should be disposed of in bins provided.  
Swearing and intimidating behaviour are not permitted.

### ***Incidents***

Should there be an incident within the building the user should seek to resolve it, or otherwise inform the church Trustees or nominee who will take appropriate action.

### ***Access to the internet***

Users of all ages should be able to use the Computer Room unsupervised as the firewall contains enough controls to adequately control unsuitable access.  
Other computers within the building are private property and owners are responsible for their own access and restriction rules.

### ***Terms and conditions for room usage***

Room hire charge according to current tariff. Trustees reserve the right to alter the charge. Organisation of rental falls under the remit of the Centre Management Group on behalf of the Trustees.

### ***How the building should be left after use***

Group leaders (users and hirers) or nominees should ensure that the building is left clean. This should include:

- a) All rubbish contained or disposed of properly
- b) Refreshments, cups and plates cleaned and set in order.
- c) Floor is clean of dirt
- d) Tables and chairs are returned to order.
- e) If the building is being closed, all windows should be closed and doors shut and locked as appropriate.

### ***Use of equipment on site***

The building is a public area with a considerable throughout of visitors.

The Computer room is available for public use.

The main photocopier is available for authorised use, via pin numbers, at arranged charges.

Users who bring their own equipment on site are responsible for the security and insurance of their property.

The Nest Crèche facilities in the building belong to Washington church of Christ and are not open to public use.

### ***Notice Boards and Wall Decorations***

All notice boards remain the property of the church. No notice boards or wall decoration may be put up unless cleared by the church Trustees. The Trustees reserve the right to remove notices and wall decorations without notice.

### ***Procedure for dealing with incidents.***

This procedure covers misuse of facilities, events and other incidents.

While the Trustees retain ultimate control over the building, group users are responsible for all aspects of their use of the building, and, anything observed during their use of the building, whether in their control or not.

The group leader or nominee (user or hirer) should be informed of any incident.

It is the responsibility of the group leader or nominee to ensure that any incident is controlled and dealt with.

They should then report the incident to the building Keyholder or nominee (if different) or a Church Trustee or nominee, whoever is on site.

All incidents should be reported to Church Trustees, a list of contact details for whom are available in the main office.

### ***Contacts***

Main phone – 416 1300

Building manager – Trevor Owens - 416 9042

Centre Management Group Chair – Trevor Owens - 416 9042

Trustees Chair – Amanda Lowden - [amadalowdenscot@yahoo.co.uk](mailto:amadalowdenscot@yahoo.co.uk)

Trustees Secretary – Andrew Hoseason – [mail@wco.org](mailto:mail@wco.org)