

**St John's Church
Church Lane
Yealand Conyers
Carnforth
LA5 9SL**

USAGE POLICY

June 2016

USE OF CHURCH PREMISES

N.B. Non-church groups are not covered by the church insurance policy, therefore such a group is required to have adequate insurance in force for all legal liabilities which could arise, including death or personal injury, to third parties (including employees and volunteers), or damage to the church property or the property of others, arising out of their occupancy and activities whilst at the church.

If requested, the church has a right to check the existence of such cover.

All church groups are covered under the existing church insurance policy.

- 1. The church is available to the community and beyond.**
- 2. Church events take preference over any other event.**
- 3. Priority is given to users from the Yealands.**
- 4. The church cannot be used for any activity that is not in accordance with Church of England policy or the purpose of the building.**
- 5. The PCC is the final decision making body regarding church use; the authority to make routine decisions is delegated to the Churchwardens.**
- 6. Anyone who disagrees with a decision regarding the use of the church may appeal to the Archdeacon of Lancaster.**
- 7. Booking**
 - (a) Church Groups - advise Churchwardens before entering the event in the Church Functions Diary at the back of church.**
 - (b) Non-Church Groups - contact the Churchwarden (Sally-Ann 01524 734585) to check availability. They will then enter the event in the Church Functions Diary and confirm the booking in writing.**

- 8. There is no fixed charge.**
- 9. Donations are welcome to cover the cost of keeping the church open, heated and lit for such events. As a guide our fuel bills average £25 for each service throughout the year. It can cost two or three times that to heat the church for one service in a very cold winter.**
- 10. All event leaders must read and sign St. John's Church Health and Safety Policy.**
- 11. All users must adhere to the St. John's Church's child protection procedures.**
- 12. Users are asked to treat the church with respect, especially the altar and to leave the church as they find it, replacing anything moved during their activities.**