

St. John The Baptist Parish

Pastoral Centre

Blackrock

Terms & Conditions

April 2015

Applications, Bookings and Fees:

1. Applications for use of the Centre must be made, using the Parish Centre Application Form, to the Parish Centre Management Committee (“Management”).
2. Users shall agree with the Parish Administrator or Management in advance the purpose of their use of the Centre, the space to be used, the period(s) of use and the applicable rate. Consequently, any change of an approved use must be agreed in advance in writing by Management.
3. All agreements regarding use of the Centre are personal to the agreed user(s).
4. When required by Management, a policy of Public Liability Insurance must be in place in respect of the relevant use of the Centre by the particular Association, Club, Society or Group and the Insurance Certificate or policy furnished to Management prior to the commencement of the relevant use of the Centre.
5. Management reserves the right of admission at all times and users shall not impede or interfere with the Centre’s rights of possession and control of the premises.
6. Management reserves the right to decline a booking by or for any individual, group or organisation whose activities or philosophy Management considers contrary to Catholic ethos, or in the event that Management considers such refusal to be in the best interests of the Centre or the Parish.
7. Fees for use of the Centre are payable as follows: fees payable by regular users are payable one month in advance. Fees payable by ad hoc users must be settled in advance of the period of use. The cost of car parking is not included in user fees – for further information on car parking fees, please see paragraph 27 below.
8. Receipt(s) will be issued on request for all payments when received from users.
9. From time to time, Church or Parish functions or events may necessitate the use of parts or all of the Centre. The Parish Administrator and Management reserve the right to prioritise the allocation of space within the Centre for such events and may re-schedule or cancel a pre-existing allocation. Reasonable notice will be given to affected users and alternative arrangements made, where possible, to facilitate the affected user(s).

Usage of the Centre

Safety and Security

Children

10. Parish Groups are obliged to familiarise themselves with, abide by, comply with and carry out the terms of the Parish Child Protection Policy where any usage of the Centre involves the presence of children in the Centre.
11. Non-Parish Groups/ activities involving children are obliged to demonstrate that they have an appropriate Child Protection Protocol in use that is monitored appropriately.
12. Children and vulnerable adults must be supervised by a parent / guardian at all times. The parent/ guardian must be present in the same room as the child/ vulnerable adult at all times. Centre or Parish volunteers may not be requested to supervise children or vulnerable adults.

Security of the Centre

13. Each Group/ user has responsibility for ensuring the security of the Centre. Users within the Centre must not allow access to others unless satisfied on reasonable grounds that it is appropriate to do so, and must not disclose the security access or alarm codes to persons who are not authorised to use the Centre.
14. The front door of the Centre must not be left ajar and unattended while the Centre is in use.
15. Prior to leaving the premises, users must check whether or not there are any other groups or users in the Centre. If a user is the last to leave the Centre, that person is responsible for setting the alarm and ensuring the front door is securely closed on exit.

Fire and General Safety

16. All users are required to familiarise themselves with the Fire Safety Notices and the location of the Emergency Fire Exits. The Emergency Fire Exits must not be blocked, opened without cause or otherwise interfered with. Each user group is responsible for the safety of its members and all user groups must appoint a fire safety officer. It is advisable that all user groups have available a list of members in the event of an emergency.
17. In the event of fire or in the event that the fire alarm sounds, users must evacuate the Centre immediately.
18. When any larger gatherings are arranged, the Group responsible is required to conduct a Safety Briefing in advance of any event, pointing out the fire exits and fire safety equipment as appropriate.
19. Except as agreed in advance with Management, candles and stand-alone heaters are not permitted to be used in the Centre.
20. Users are obliged to observe the guidelines for maximum number of persons per room.

Property of and usage of the Centre

21. Users are expected to leave the Centre in a neat and tidy condition, including the replacing and stacking of chairs and tables, equipment, etc. If, due to the nature of the activity, it is necessary to move furniture from one room to another, it must be returned to the room from which it was removed at the end of the session.
22. Management will expect users to make good any loss resulting from damage caused to the Centre, furniture, fixtures or fittings, as a result of their usage.
23. All users must remove their own rubbish from the Centre following use.
24. All users must remove any equipment or other belongings brought into the Centre at the end of each session. Management is not responsible for property left or stored at the Centre which may be removed without notice.
25. The following activities are prohibited within the Centre:
 - a. Smoking (which is also prohibited within 7 metres of any window or door)
 - b. Consumption of alcohol unless, for particular occasions, agreed in advance by Management
 - c. Chewing gum (or anywhere within the environs of the Centre)
 - d. Hanging of posters, pictures, charts or any items on the walls of the Centre. The use of any adhesive materials for that purpose is prohibited.
 - e. Rollerblading, skateboarding or ball games in the environs of the Centre

26. To save energy, users must ensure that all lights are switched off, and doors and windows are closed to save heat, at the conclusion of their session.

Car Parking

27. The parking spaces within the Church/ Centre grounds are operated by Nationwide Controlled Parking Systems (NCPS). Users must adhere to directions set out on NCPS signage in the Church grounds and display a valid ticket while parked. Tickets may be obtained from the NCPS machine(s) within the Church grounds. Tickets issued by machines on the public streets in the environs of the Church are not valid for parking spaces within Church grounds.
28. Cars should be parked within allocated spaces. Cars parked within spaces reserved for people with a disability must display a relevant valid permit.
29. Groups using the Centre must not drop litter in the car park area or church grounds.

Breach of these Conditions

30. Management shall have the right to terminate the use of the Centre by any user for breach of any of these terms and conditions. Such termination may be immediate or on such notice as Management may decide in its sole discretion.