

North Harrow Methodist Church

Rules and Regulations

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READERSHIP: Licensees and Trustees

SUMMARY: NHMC's Rules and Regulations for licensees

Amendment History

Version	Date	Comment	By	Approved By
1.0	May 2016	Initial version		CC May 2016
1.1	May 2020	General update		
1.2	July 202	Added COVID19 specific clauses		CC 29 July 2020
1.3	Nov 2023	COVID19 clauses removed	MD	CC Feb24

Rules and Regulations

1. To observe such rules and regulations governing the use of the Premises as may be made by the Managing Trustees and displayed in the Building or notified in writing to the Licensee
2. To comply with all laws, bye-laws and regulations affecting the use of the Building
3. To comply with the Standing Orders of the Methodist Conference affecting the use of the Premises and in particular not to allow:
 - a. any form of prayer, worship, ceremony or religious practice other than as permitted under the said Standing Orders and clause 3 of the Licence.
 - b. any political meeting unless it has been expressly agreed in advance by the Managing Trustees and stated to be the Permitted Use. PROVIDED THAT such agreement may be withdrawn without notice if it is considered by or on behalf of the Managing Trustees that the meeting would have a detrimental effect on the peace and unity of the congregation of North Harrow Methodist Church and its witness
 - c. any public dance, (although a social dance for the members of a hiring organisation and their friends is permitted)
 - d. any Masonic service or meeting on the Premises
4. To sign, before the commencement of the Licence Period, the Keyholders' Declaration published by the Methodist Church
5. To wipe up spills on a floor immediately they happen
6. To permit access to the Premises only by the access door[s] set out in the Particulars
7. To keep the said access door[s] secured during the Permitted Hours and ensure that they are locked on vacating the Premises
8. To replace chairs and other furniture to their original room and location and position after each period of use
9. Not to leave any rubbish or waste in the North Harrow Methodist Church bins
10. To lock the said access door[s] and any lockable windows in the Premises after each period of use
11. To ensure that the keys issued to obtain access to the premises are kept in a safe and secure place and under the control of the nominated keyholder at all times
12. Not to make or keep any copies of the said keys
13. To return the said keys at the end of the Licence Period to such person as the Managing Trustees may authorise by written notice to the Licensee
14. To notify the Managing Trustees immediately in the event of loss of any of the said keys

15. To provide (if so requested) to such person as the Managing Trustees may authorise by written notice to the Licensee a list of the registration numbers of cars belonging to persons permitted to use the Premises under clause 1 and to be parked in the North Harrow Methodist Church car parks

16. Not to obstruct or permit to be obstructed the corridors or designated fire exits of the Building

17. Not to enter or use the kitchen nor to permit children to enter the kitchen unless such use is authorised by the Addendum to the Licence and, if so,

- a) to ensure that food or drink is not left in any fridge after each session of use of the Premises for which it was procured (The Managing Trustees reserve the right to remove and dispose of any items left in the fridge beyond this) .
- b) not to use the Kitchen at the same time as children are present except with the consent and in accordance with the instructions of the children's supervisor.
- c) to ensure that children only enter the Kitchen under the supervision of a sufficient number of responsible adults for the purposes of training in cooking and the use of kitchen equipment.
- d) to ensure that any cutlery and crockery which is available (and not in locked cupboards) is cleaned and returned to its usual place of storage by the end of the session.
- e) to ensure that only tea towels provided by the Licensee are used.

18. Not to bring into the Building any inflammable liquid or other hazardous or dangerous substance

19. Not to use on the Premises any electrical equipment more than 12 months old unless it has been tested and passed for electrical safety and carries a PAT safety label

20. Not to permit smoking on the Premises

21. Not to offer or provide any public entertainment without having first obtained the written consent of the Managing Trustees and, being granted a Temporary Event Notice under the Licensing Act 2003

22. Not to perform or allow the performance of any copyright material or recording without having first obtained the Performing Rights, Mechanical Copyright and/or other licence necessary therefor

23. Not to represent or permit any representation to be made that The Licensee is associated with or that the Licensee's activities are approved or authorised by The Managing Trustees or the members of North Harrow Methodist Church

24. Not to use photographs of North Harrow Methodist Church in any material used to publicise the Licensee or The Licensee's activities without prior permission in writing from the Managing Trustees.

25. To ensure that a qualified and designated first aider is provided for the duration of the use of the Premises.

26. Not to physically, verbally or otherwise threaten or abuse the Managing Trustees, representatives of the Managing Trustees or other users of the Building

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