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## USE OF CHURCH BUILDINGS & RESOURCES BY OUTSIDE AGENCIES

# POLICY AND PROCEDURES

**January 2007** - Discard previous versions of this document.

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# POLICY ON THE USE OF CHURCH BUILDINGS AND RESOURCES BY OUTSIDE AGENCIES

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**Date Approved:** February 2007

**Version:** 1.1 – Current

**Review Date:**

**Intent:** To make available meeting rooms, hall, crèche and kitchen facilities and resources to community organisations and individuals when they are not being used for core business.

**Attributes:** The Alice Springs Baptist Church desires to contribute to the life of the greater Alice Springs Community. One way of doing that is to be a good neighbour that allows church facilities to be used for the benefit of the community.

Our facilities can be used for:

- Weddings
- Singing groups
- Children's music classes
- Parties and celebrations
- Concerts and recitals
- Group luncheons or dinners
- Memorial Services
- Meetings of many kinds of groups

## PROCESS STEPS & SUMMARY

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Process Step	Summary of Process Responsibility
1. Complete Application Form	After receiving a copy of application form with <b>conditions of use</b> attached, client completes application, attaches proof of necessary public liability insurance coverage (if necessary) and returns form to Church Office.
2. Locate suitable Venue/Equipment	Church Office Secretary checks availability of suitable venue/equipment. If the requested venue/equipment is unavailable the Office Secretary may negotiate a suitable alternative.
3. Check Application	Church Office Secretary forwards application details to Deacon for Church Administration. Application is brought to Deacon meeting for confirmation or rejection of application. In the case of short lead up period or uncomplicated applications, the Administrator will share application with 2 other Deacons and either confirm or reject application.
3. Book Venue/Equipment	Church Office Secretary notifies approved bookings through in-house booking system and electronically advises all staff.
4. Notify Client	Church Office Secretary notifies client on status of application "Accept or Reject".  Successful applicants are provided a pre-use meeting date for "training".
5. Client Training	Client is to receive necessary training to safely & competently operate relevant equipment. Church Office Secretary assist client to complete "Key" application and provides "Emergency Evacuation Procedures" documentation.

## BUILDINGS & RESOURCES AVAILABLE FOR USE BY OUTSIDE AGENCIES

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The Alice Springs Baptist Church has a number of facilities and resources in its Crispe Street property. While these are mainly used for Church-based functions, at times they are available for public use. **Generally, the Church is unable to allow the use of equipment off-site and is also unable to provide the use of Sound Equipment. (Conditions apply)**

Our facilities can be used for:

- Weddings
- Singing groups
- Children's music classes
- Parties and celebrations
- Concerts and recitals
- Group luncheons or dinners
- Memorial Services
- Meetings of many kinds of groups

As a non-profit organisation, we do not charge rent. However, we do encourage users to consider making financial donations toward the costs of operating the church facilities for use by the community.

Facility	Notes
Church Auditorium	Seats 350 ~ 500
Church Hall	With Kitchen access *Self-catering
Kitchen & Cafe	Seats 20 ~ 40 *Self-catering
3 x Meeting/Break-out Rooms	Seats 20 ~ 40 each
Small Board Room	Seats 10
Small Meeting Room with Kitchenette	Seats 10 ~ 12
Large Meeting Room	Seats 30
Crèche	Accommodates up to 30
Tables, Chairs, Data Projector, OHP White Board, etc.	Limited quantities. Only available for use in conjunction with room use.

# CONDITIONS OF USE OF BUILDINGS & RESOURCES

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## Conditions of Hire

The Alice Springs Baptist Church reserves the right to refuse to allow any organisation, individual or group the use of any property, building or resource belonging to the Alice Springs Baptist Church, including property, building or resources belonging to the Alice Springs Baptist Church but held in the name of the Baptist Churches of South Australia.

Applications for the use of facilities should be directed to the Deacon for Church Administration through the Church Office Secretary. **The User is responsible for ensuring that the conditions of use, policies and procedures of the Alice Springs Baptist Church are observed.** Additional conditions may apply to specific facilities such as Church Auditorium, Kitchen and Crèche, etc. These conditions will be supplied as separate sheets, if applicable, by the Church Office Secretary.

### 1. Definitions

In these conditions the words "The Church", "Church", "BCSA", and "ASBC" shall mean the Alice Springs Baptist Church. "The User" shall mean the organisation, person or persons whose application for the use of the premises is accepted by the Church.

Where the user consists of two or more persons, those persons shall be bound by these conditions jointly and severally and shall be jointly and severally liable for any liability arising from these conditions or otherwise arising in respect of the usage.

The premises in these conditions shall be that portion of the Church premises stated in the letter of application for and the normal means of access thereto and the adjoining convenience.

### 2. Charges

As a non-profit organisation, the Alice Springs Baptist Church does not charge Rent or Hire Fees.

Whilst The User is asked to consider making a financial donation toward the cost of using the premises, they are not obligated to do so.

In the event that The User be the cause of the Church receiving additional unreasonable cost such as cleaning, breakage or repairs, The User agrees to pay all charges associated with that cost. The Church will issue The User with invoices received from contractors required to rectify the damage.

### 3. Care of the Facilities, and Damage

The User shall be liable for and make good all damage done to the facility of any furniture, fittings or fixtures, equipment or other effects belonging to the Alice Springs Baptist Church caused by default or neglect of The User, or any member or associate thereof, or any person connected with the organisation.

The User shall satisfy the Church Administrator or Church Office Secretary, prior to the hiring period, with respect to arrangements for the proper care of the facilities during the hiring period.

Adhesive tape or Blu-tack is not to be used to attach signage or posters to the walls of venues or posts around the property. Pin boards, display stands, sandwich boards and picture rails are the only methods to be used for displaying signage.

No other activity other than that stated in the Letter of Application is to be held, and no other facility used without prior approval of the Church Administrator.

A deposit ranging from \$50 to \$300, to be determined by the Church Administrator, may be required from The User to cover damage and abnormal cleaning requirements.

### 4. Alteration to Premises

No additions or alterations (however temporary) may be made to the building, furnishings or equipment without

prior agreement with the Church Administrator or Church Office Secretary. Users should familiarise themselves with the facilities prior to the usage date.

## **5. Technical Equipment**

The User must specify equipment needs and, subject to availability, these may be provided. Express approval of the Church Administrator must be granted to use any Church sound or music equipment. **Generally, this equipment will not be available for use.**

### **5a. Users own Portable Electrical Equipment**

The Church OH&S policy requires all portable electrical equipment and instruments to comply with Australian Safety Standards and to be in good repair at the time of use within the Church facilities.

## **6. Security and Access**

Prior to use of the facilities, acceptable arrangement must be made between The User and the Church Office Secretary regarding the locking of premises and other security. The Alice Springs Baptist Church takes no responsibility for personal security of The User, or any member or associate thereof.

The Alice Springs Baptist Church shall not be responsible for any property which any member of the usage organisation or other persons connected with the organisation may bring onto the property or into the Church buildings.

The use of facilities will at times be in the control of the Church leadership and staff, and The User and associates thereof shall obey all directions given by or on behalf of the Alice Springs Baptist Church in all respects.

All usage outside of normal Church Office Hours will require The User to be issued with a key.

The User must apply for a key on the appropriate form (Key Application Form - External User) and agree to the conditions of use of key.

Arrangements to gain access for setting up must be made with the Church Office Secretary at least THREE days before the event.

## **7. Insurance**

The Alice Springs Baptist Church, Baptist Churches of South Australia or its staff or members shall not be held liable for any injury or loss relating to The User, or any employee of The User or any person on the premises by invitation or with the authority or permission of The User.

**All people using the facilities must carry insurance.** Individuals using the hall for private meetings or parties where there are only invited guests may be required to pay for short term public liability insurance for the event (using the Church's insurers) and fill out an insurance form. In certain circumstances this requirement may be waived. The User will be advised of their obligation at the time of confirmation of the booking.

In the case of organisations, cover for public liability and property damage to ensure full protection in case of injury to persons or damage to the Alice Springs Baptist Church or private property must be arranged by The User.

Public Liability Insurance cover must be for no less than \$10 000 000. A copy of the policy must be forwarded to the Church Administrator or Church Office Secretary within 48 hours from confirmation of the booking.

## **8. Refreshments**

**The Church has no catering services.** The User must organize their own catering, or, if doing their own catering apply to use the Kitchen Facilities on the original application form.

No food or drink may be taken into the facilities without the prior express approval of the Church Administrator or Church Office Secretary. The User is responsible for ensuring that their guests comply with this condition.

**Smoking is not permitted in any of the Church facilities.**

**Alcohol is not permitted on the Church Property or in any of the Church facilities.**

## **9. General**

Any unusual incident relating to the use of the facilities is to be reported to the Church Administrator or Church Office Secretary as early as possible on the first day after the day of use.

Excessive noise is prohibited. Recorded music and performances by live musicians must cease at 12:00 midnight. Church leaders and staff are authorised to order the hirer to lower noise levels or to cease all together.

Children must be under strict adult supervision at all times.

Any arrangement for the use of the premises may, at any time prior to the date for which the premises are to be used, be cancelled as determined by the Alice Springs Baptist Church and, the Church shall not be liable to the User for damages or otherwise.

The acceptance by the Alice Springs Baptist Church of an application for the use of the premises shall not be construed as permission to use the premises for the performance of a copyright work without the consent of the owner of the copyright.

An authorised officer of the Alice Springs Baptist Church shall at all times have free access to any part of the premises.

Any person not complying with these conditions, committing any nuisance or offence, or in any way misconducting themselves, may be summarily expelled from the premises by an authorised officer of the Church.

## **10. Fire Safety**

Users must be aware of, and conform to, the fire safety regulations. The Church Office Secretary will provide the User with a copy of the Church Fire & Evacuation Procedures.

Every exit, passage, gangway, and the immediate approaches to and from any exit door shall be kept entirely free from obstruction, whether permanent or temporary.

All carpets, matting or other floor and stair coverings in aisles or traffic ways shall be securely fixed to the floor.

All curtains covering doors, or in passages, must be hung so as not to reach the floor.

While the facility is in use, all exit doors must be able to be readily opened **without** the use of a key from the side towards which a person would approach the door seeking egress.

At the termination of the function all appropriate entrances and exit doors must be fully opened and the audience must be permitted to leave the place of entertainment through these doors.

## **11. Name of Venue**

The User must ensure that the correct name of the facility, "Alice Springs Baptist Church", is used when identifying the venue in publicity material and advertisements.

All advertisements and public announcements concerning functions to be held in Church premises shall include the name of the organisation or person responsible for the arranging of the function.

The User shall make no statement in an advertisement which might imply that the function is conducted by or is any way connected with the Alice Springs Baptist Church.

All on-site advertising for events and venues are restricted to sandwich boards and notice boards.

## **12. Territory, State and Commonwealth Law**

In signing the letter of Application for Use, Users are undertaking not to engage in any activity which will contravene a Territory, State or Commonwealth law, and are agreeing to obey all necessary licenses, exemptions, permits, consents or manner of things as may be required by law.

## USER CHECKLIST

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### OBLIGATIONS OF THE USER

1. To leave the facility in a satisfactory and clean condition (including any black/whiteboards).
2. To remove all rubbish (not to leave it in the church bins).
3. Not to remove anything owned by the Church from the facility.
4. To lift (not drag) anything moved in the facility and to return it to its original position.
5. To do no damage to the facility, its furniture and furnishings, accessories or environs and to report to the Church any loss of damage to property and to pay for its repair or replacement.
6. Not to use any exhibits or decorations in the facility without the prior agreement of the Church representative.
7. Not to permit smoking within the facility.
8. Not to allow alcohol onto the property or into the facility.
9. To switch off all lights, fans, heaters or air conditioners and other electrical equipment before vacating the facility.
10. To secure windows and doors on vacating the facility.
11. Evening functions shall conclude by 12.00 midnight and the premises must be vacated by 1.00am. Premises to be completely cleaned and cleared on the day/night of the event, unless prior arrangements are negotiated.
12. During the period of use, to create no nuisance either by way of noise or otherwise so as to inconvenience adjoining owners or occupiers.
13. To respect adjoining properties and their car parking, and to ensure that all people using the facility during your time of use park their cars in only designated areas or on the roadside, in no way blocking access of the neighbours to their properties.
14. Not to carry out in or about the facility any illegal activity.
15. All goods and materials etc brought in by the User must be removed from the premises no later than the end of the booking.
16. The kitchen is to be left in a clean and tidy state and all crockery and cutlery must be thoroughly washed and returned to cupboards, etc. An automatic dishwasher is available in the Kitchen.



## **PRIORITIES ON USE OF BUILDINGS & RESOURCES**

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The Alice Springs Baptist Church reserves the right to refuse to allow any organisation, individual or group the use of any property, building or resource belonging to the Alice Springs Baptist Church, including property, building or resources belonging to the Alice Springs Baptist Church but held in the name of the Baptist Churches of South Australia.

The Alice Springs Baptist Church reserves the right to prioritise the use of its property, building and resources as follows;

1. Church use
2. Church Member use
3. Associated Church organisations
4. Organisations or Individuals that hold similar views
5. Not for profit Community organisations
6. Other Community organisations
7. Other Organisations

The Alice Springs Baptist Church will not allow the use of its property, buildings or resources to organisations or individuals that are opposed to Christianity or carry out practices that are anti-Christian in values, morals or beliefs.

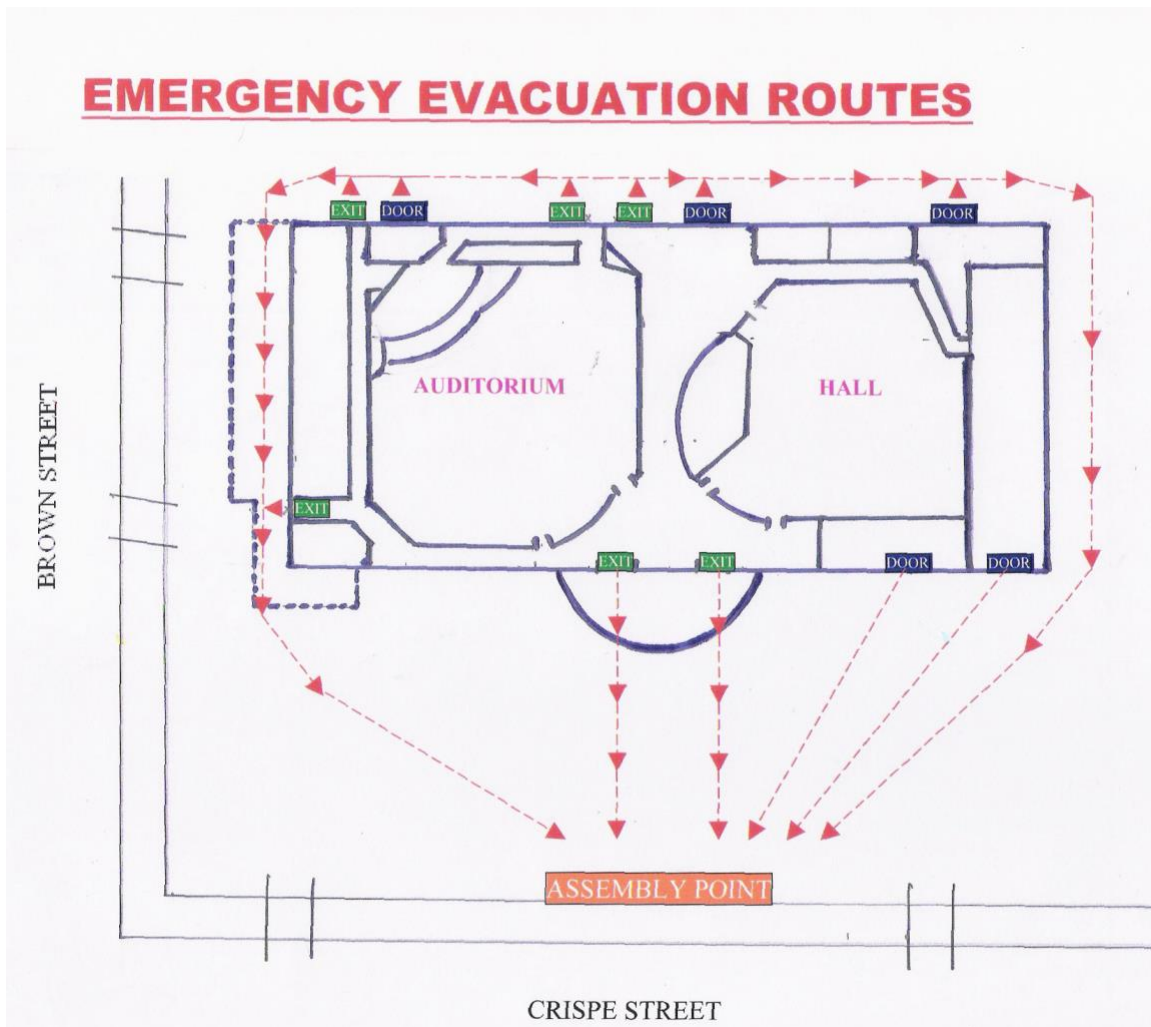
# **FIRE EVACUATION PROCEDURE**

- Evacuation may be initiated in one or more of the following ways: Communication from the Chief Warden through the Wardens, or, voice announcement at the discretion of a Warden if they consider there is any danger to personnel in their zone.
- Wardens shall evacuate all persons in their zone, beginning with those furthest from the designated fire exits. In the office block, this means starting on the top floor.
- All Church Leaders present will act as Wardens under the direction of the Chief Warden, Ast. Chief Warden or the Church Administrator.
- Where Services, Meetings, Classes or other activities are being conducted, the person conducting (or nominally in charge of) these shall, upon receiving instructions to evacuate, conduct their congregation out the nearest designated fire exit.
- In the Crèche, Parents will be advised to assist the Crèche helper to evacuate children through the nearest exit or escape door.
- If there are any mobility-impaired persons in the building, it is the responsibility of the Wardens to assist them if necessary.
- During evacuation, doors shall be kept closed, but not locked, to retard the spread of smoke and fire. This is particularly important with respect to corridor smoke doors.
- Wardens shall convey the order to evacuate as firmly as necessary to ensure compliance.
- Following evacuation, each Warden shall stand post near building entrances to prevent re-entry by unauthorized persons. Wardens shall then report to the Chief Warden for further instructions.
- After leaving the building, assemble inside the middle of the Car Park perimeter on Crispe Street.
- Do not re-enter the building until clearance is given.
- **Do not leave the assembly area without informing one of the Wardens** - Emergency Services personnel will risk their lives if it is thought you are still in the building.

# EMERGENCY EVACUATION PROCEDURE

On issue of the evacuation order:

1. Immediately cease all activities.
2. Close all doors and windows.
3. Leave the building via the nearest safe **EXIT** or external door. All external **EXIT** doors have quick release handles for fast opening. From the First Floor use the nearest safe stairwell.
4. Move to the designated assembly area – **inside the middle of the Car Park perimeter on Crispe Street.**
5. Stay at the assembly area until notified by an official that the building is safe for re-entry.



# FIRE

**Any person discovering a fire should:**

1. Alert people in the immediate area.
2. Notify the nearest Church Leader or Warden.
3. Rescue any person in immediate danger, if it is safe to do so.
4. Contact Fire Brigade on Emergency number **000** giving the following details:
  - Location of fire (Alice Springs Baptist Church – 1 Crispe Street)
  - Extent of fire (or nature of incident)
  - Are there any injured persons (e.g. is an ambulance or medical assistance required)
  - Name of person reporting the fire or incident.
  - This call should be reported to the nearest Warden.
5. Fight fire if safe to do so.
6. Take direction from the Floor warden.

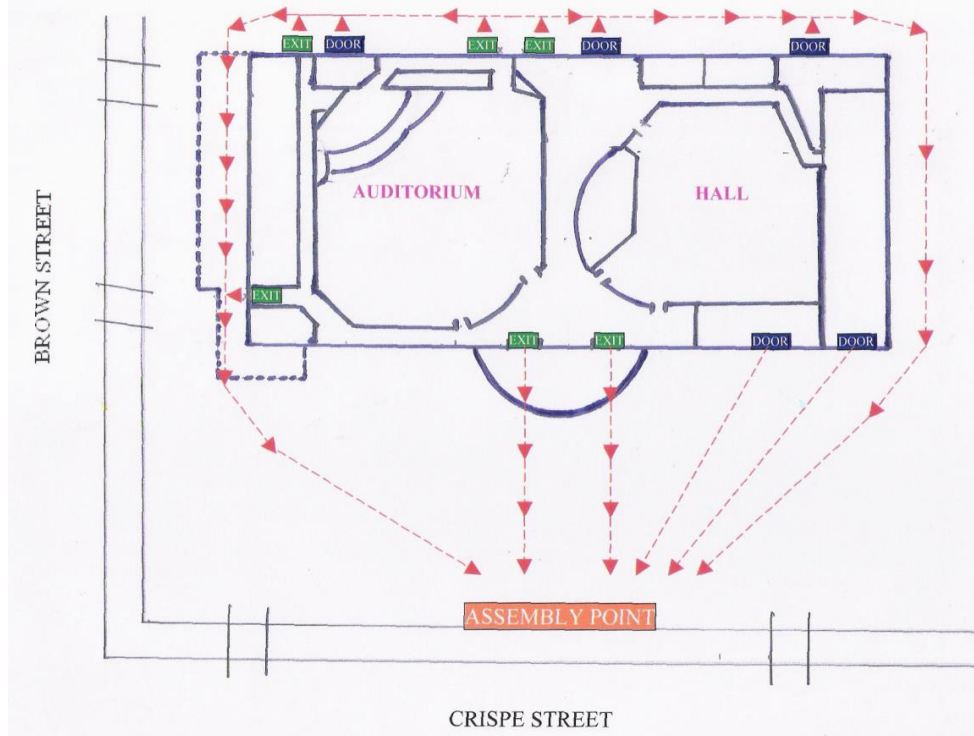
IN CASE OF FIRE CALL THE FIRE SERVICE ON **000**  
ASK THE OPERATOR FOR **“FIRE SERVICE”**  
when the Fire Service answers, give details clearly  
**“FIRE AT 1 CRISPE STREET – Alice Springs”**

**FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY**

In case of **FIRE** leave through the nearest **EXIT** and assemble at the  
assembly point **inside the middle of the Car Park perimeter on Crispe**  
**Street.**

**REMAIN CALM – KEEP QUIET – DO NOT RUSH**

## **EMERGENCY EVACUATION ROUTES**



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