

**St Luke & St John Ecclesiastical Charity**

## **ST LUKE'S CHURCH HALL**

# **POLICIES**

The Hall Trustees are committed to providing a facility that meets the needs of Hall Users, and to abiding by the following policies.

Hall Users will comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates Court, Phonographic Performance Ltd, the Formal Conditions of Hire, and additionally with the following policies.

- **Health and Safety**

The Hall Trustees are responsible for providing a facility that complies with all applicable current Health and Safety legislation.

Hall Users are responsible for complying with all notices and instructions provided by the Hall Trustees, and for taking reasonable care to protect themselves and other people from harm.

Hall Users shall observe all relevant food health and hygiene legislation and regulations if preparing, serving or selling food.

- **Environment**

The Hall Trustees are committed to protecting the environment, and in particular the local environment in and around the Hall.

Hall Users shall ensure that noise and other nuisance to neighbouring dwellings is kept to a minimum by keeping doors and windows closed where reasonably possible, and refraining from noisy behaviour outside the Hall.

Hall Users are requested to conserve energy, and maximise recycling.

- Behaviour

Hall Users can expect to be treated with respect.

Hall Users are requested to ensure that their behaviour at all times does not cause offence to other people.

The Hall Trustees will not tolerate abuse of any kind, especially abuse to Hall Staff. The Hall Trustees will seek to prosecute anyone causing harm, or intending to cause harm, to Hall Staff.

- Comments

The Hall Staff and Trustees aim to ensure that all Hall Users are completely satisfied with their use of the Hall. If you have any comments regarding the Hall, or the service provided by the Hall Trustees, or you would like to know more about the work of St Luke and St John Ecclesiastical Charity, please contact the Trustees using the details posted nearby.

- General

The St Luke and St John Ecclesiastical Charity is registered with, and complies with the requirements of, the Charity Commission of England and Wales, registered charity number 1078441. Further information is publicly available at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk).

These policies exist in combination with the Formal Conditions of Hire. In the event of conflict between the two, the Formal Conditions of Hire will prevail.

The Hall Trustees  
March 2009