

**The Parish of St Mary the Virgin, Ringmer**  
Registered Charity No 1131869

**Guidance on use of St Mary's Church and Church Room by Outside Groups**

**Introduction**

These guidelines have been drawn up to indicate the types of groups/activities which the PCC are (or are not) happy to make use of the Church and/or Church Room.

**Guidelines**

<b>Type of Group</b>	<b>Types of acceptable activity</b>	<b>Able to Book Church Facilities?</b>	<b>Donation?</b>
Commercial with no local or mitigating factor		No	
For profit with a local or mitigating factor	Concerts and arts events of appropriate style and content	Yes, subject to agreement by Incumbent and PCC. (Requests for hiring may be submitted up to 3 months in advance)	Yes. While there is no formal charge for the hiring of the Church Room and the Church, separately or together, a donation, equivalent to approximately £16 per hour, plus the covering of any costs incurred through PRS [see note (c) below]) is requested.
Community / Not For Profit/Charity	Arts/Musical Children/Youth/ Health/Eco related	Yes (Requests for hiring may be submitted up to 3 months in advance)	A donation is requested. A reasonable donation would be £12.50 per hour (plus any

			costs incurred through PRS [see note (c) below]); or a collection in favour of St Mary the Virgin (plus any costs incurred through PRS).
Religious - Christian (Anglican)  - Christian (Other denominations)  - Non-Christian	Prayer Groups	Yes (Requests for hiring may be submitted up to 3 months in advance)  Refer to next meeting of PCC or Standing Committee	No  No  Donation requested (As above)
Groups organised under the auspices of St Mary's PCC, or the Chichester Diocese	Groups include Friends of St Marys FSW MU	Yes (up to 12 months in advance)	No

## Other Issues

### a) First Use

Prior to arriving for first time they should be informed about key/locking arrangements and fire exits, by church administrator.

### b) Energy Saving

We seek to minimise the energy used to heat and light the church room. The heating will have been programmed before your session. If the heating is too low or too high, please contact Andrew Edgar ([andrewRedgar@gmail.com](mailto:andrewRedgar@gmail.com)), who will adjust it before your next session.

**Please use only the lights you find necessary.** Do open all curtains at the beginning of your session, to utilise natural light.

For hot water, please use the water heater in the kitchen, rather than kettles.

**Please do ensure that the water heater is switched off at the end of your session.**

**At the end of your session,** please close the curtains, in order to improve the insulation and heat retention of the room.

### c) Insurance and Health and Safety

All external groups (i.e. those not affiliated to St Mary's) which use Church facilities must supply details of their public liability insurance for their activities and legal liabilities and must complete a full risk assessment prior to use. If a risk assessment is not already available, then prior to bookings being confirmed, full detail of the planned activities and expected number/type of people attending must be provided, to enable a simple risk assessment to be completed and referred to the Parish Health & Safety Officer for review. Each external group must be made aware of fire exits and other basic health and safety provisions within the church.

The Church's insurance cover does not extend to the activities of external groups, so any outside groups using the church must be advised they need to provide their own public liability insurance cover.

**d) Diocesan Bishop's Directions**

All users of the Church and Church Room must read and give their signed consent to respect and abide by the Diocesan Bishop's Directions regarding Plays, Concerts, and Exhibitions of Films and Pictures in Churches and Chapels in Accordance with Canon F16(2) – Appendix 1.

**e) Performing Rights Society (PRS)**

The Performing Rights Society levies royalties on the performance (both live and recorded) of all pieces of music (and recorded performances) that are still within copyright. The fee is determined according to such factors as the pieces performed and the size of the audience. As such, it cannot be calculated in advance of the performance. The Church will therefore submit appropriate documentation to the PRS after the performance, and will invoice the performers once it has the PRS's determination of royalties.

Adopted by PCC: 15<sup>th</sup> April 2024

## **DIOCESE OF CHICHESTER**

### **DIOCESAN BISHOP'S DIRECTIONS REGARDING PLAYS, CONCERTS, AND EXHIBITIONS OF FILMS AND PICTURES IN CHURCHES AND CHAPELS IN ACCORDANCE WITH CANON F16(2)**

#### **1. Consents**

No concert, play or exhibition shall take place without the consent of the Incumbent or Priest-in-Charge, who must be informed of the nature of the event and provided with a draft programme. In the case of a vacancy in the benefice, the Churchwardens shall consult with the Rural Dean before accepting any event booking.

#### **2. Vacant Benefices**

In the case of a vacant benefice the Churchwardens are responsible for ensuring that the provisions of Canon F16 and these general directions are complied with.

#### **3. The Sacred Nature of the Building**

The special character of the Church must be respected at all times. Particular care must be taken that the greatest of respect be shown to the font, the altar and the sanctuary.

#### **4. Copyright**

No concert, play or exhibition shall take place unless and until all applicable licences have been obtained for the performance of material (whether live or recorded) subject to copyright restrictions.

#### **5. Insurance**

No concert, play or exhibition shall take place without the approval of the Parochial Church Council's insurers (which may be given as a general or specific permission) and the requirements of the insurers shall be complied with at all times.

#### **6. Safeguarding**

a) No person who is known to be subject to a Relevant Penalty in respect of Relevant Conduct (as defined below) shall be permitted to undertake any of the following roles in respect of a concert play or exhibition in any church or chapel:

- i) Director;
- ii) Conductor;
- iii) Curator;

- iv) Soloist; or
- v) Actor in a leading role.

1b) A Relevant Penalty means:

- i) An unspent criminal conviction (as defined by Rehabilitation of Offenders Act 1974); or
  - ii) Included on a barred list under the Safeguarding Vulnerable Groups Act 2006; or
  - iii) A sentence of deprivation or current prohibition under the Clergy Discipline Measure 2003 or the Ecclesiastical Jurisdiction Measure 1963; or
  - iv) A current suspension under the Clergy Discipline Measure 2003 or the Safeguarding and Clergy Discipline Measure 2016.
- c) Relevant Conduct means conduct related to abuse including any offence of a physical or sexual nature (or any other safeguarding matter or failure) of children or vulnerable adults or any offence under the Sexual Offences Act 2003.
- d) Any question as to the applicability or interpretation of this direction is to be referred to the Diocesan Safeguarding Officer who shall, following consultation with the Diocesan Registrar, determine the matter.
- e) Any person subject to the restrictions set out in paragraph 6(a) who considers that, as regards any specified role, concert, play or exhibition, he or she should not be so subject, may apply to the Diocesan Bishop in writing to request a dispensation from paragraph 6(a) of this direction. The reasons for seeking that dispensation should be explained. Any such reasoned request shall be determined promptly.

## **7. Festivals and Series of Performances**

All festivals and series of performances organised by external promoters require a Faculty or a Dispensation from Faculty from the Consistory Court of the Diocese.

## **8. Procedure and Cancellations**

All ministers or, as the case may be, Churchwardens or other persons empowered to permit the use of a church or chapel for plays, concerts or exhibitions shall, before granting such permissions, obtain from the applicant confirmation in writing that the applicant has read and understood these directions and that, to the best of the applicant's knowledge, the proposed play, concert or exhibition would not contravene these directions. If, following receipt of such written confirmation, it transpires that the proposed play, concert or exhibition would contravene these directions, permission for that event shall be

revoked. In such circumstances, no compensation shall be payable to the applicant and any deposit paid shall be forfeit.

## **9. Commencement and Review**

a) These directions come into effect on 1 July 2024 and apply to all bookings confirmed after that date.

b) These directions shall be reviewed every three years.

The Rt Revd Dr Martin Warner, Bishop of Chichester

28 June 2024

## **Canon F16**

F 16 Of plays, concerts, and exhibitions of films and pictures in churches

1. When any church or chapel is to be used for a play, concert, or exhibition of films or pictures, the minister shall take care that the words, music, and pictures are such as befit the House of God, are consonant with sound doctrine, and make for the edifying of the people.

2. The minister shall obey any general directions relating to such use of a church or chapel issued from time to time by the bishop or other the Ordinary.

3. No play, concert, or exhibition of films or pictures shall be held in any church or chapel except the minister have first consulted the local or other authorities concerned with the precautions against fire and other dangers required by the law to be taken in the case of performances of plays, concerts, or exhibitions of cinematograph films, and the said authorities have signified that the proposed arrangements are a sufficient compliance with the regulations in force as to precautions against fire or other dangers.

4. If any doubt arises as to the manner in which the preceding clauses of this Canon are to be observed, the minister shall refer the matter to the bishop or other the Ordinary, and obey his directions therein.

We, \_\_\_\_\_, the users of the Church/Church Hall have read and agree to abide by the above Diocesan Directions.

Signed

Date

## Church Room Information and Conditions of Use



## The Parish of St Mary the Virgin, Ringmer

### Church Room Information and Conditions of Use

There is no formal charge for using the Church and/or Church Room but a donation towards the cost of supplies and upkeep is always welcome as outlined in the Church Use Policy. Please contact the Church Administrator, Shirley Squires (01273 752167), for further details.

The following facilities are available for your use:

**Furniture:** 40 chairs (stored around the edge of the room), two large solid wood tables with protective covers, six folding tables (stored in the passageway)

**Kitchen:** Microwave, Fridge, 2 Kettles, Crockery, Cutlery and glasses

**Audio Visual Equipment** and internet access can be available on request.

**Toilets:** Ladies, Gents and Disabled Toilet Facility with baby changing unit

**Heating:** The temperature of the room is controlled by thermostats in the radiators. If adjustments to the temperature are required, contact Andrew Edgar (andrewRedgar@gmail.com; tel: 07846781752).

**Car Parking:** please park sensibly as the car park may also be being used by those attending the Church or churchyard.

**Accidents:** There is a general First Aid Box in the kitchen. All accidents must be entered into the accident book which is in a folder in the kitchen. Please note any use of items from the first aid boxes.

**Regular Users:** Any food or drink items stored on the premises between meetings must be kept in an air-tight sealed container. We are unable to offer storage facilities but it may be possible to leave items in a lidded storage box in the passageway. Please discuss this with the Church Administrator.

**Damage and Breakages:** Any damage or breakage should be reported to the Church Administrator at the earliest opportunity. Users are liable for the costs of repairing damage and replacing broken items.

**Health and Safety:** A copy of the Church Room Risk Assessment can be found in the folder with the accident book in the kitchen. In addition, where appropriate, users should undertake their own additional risk assessment.

**Fire:** Do not place any obstruction against exits, or near the fire extinguishers. The foam extinguisher is situated outside the main hall, and a powder extinguisher in the passageway. There is a fire blanket in the kitchen. For the safety of your group and other users please ensure that the extinguishers are not moved or used except in an emergency.

In the case of fire:

- 1) Evacuate the building immediately, assembling the group in the car park to check all are present and safe.
- 2) Call the Fire Service in all circumstances - only tackle a fire yourself if it is very small and localized
- 3) Inform the Church Administrator or Churchwardens as soon as possible

## Leaving

It is important that the room and facilities are left clean, tidy and ready for the next user. We do not have a caretaker to clean the building in between users, so please leave it as you would like to find it. Used crockery, cutlery, glasses, etc., should be washed, dried and put away. Cleaning equipment can be found in the tall cupboard in the lobby. Cleaning materials can be found under the sink in the kitchen and in the corner cupboard of the Disabled toilet. Please check toilets and basins are clean and that all taps have been turned off. If babies have been present, check that any soiled nappies have been taken home for disposal.

As you leave please check all taps are turned off, windows closed, and all curtains drawn, all lights are switched off, and the outside door is locked.

## Queries

If you have any queries regarding your booking or use of the room please contact the Church Administrator, Shirley Squires 01273 752167

