



APPLICATION FORM FOR HIRING OF COMMUNITY HUB FACILITIES

Please complete the following application form and then return to the Welcome Team by post to above address or by email to hello@cathcartbaptist.online.

Organisation/Group applying	
Activities you wish to use the facilities for	

Contact Details (Please refer to our Privacy Notice attached).

NAME	
MOBILE/LANDLINE	
EMAIL	
CONTACT ADDRESS	

FACILITIES REQUIRED (please note the areas and the times you wish to hire them)

AREA	How Often? <small>(daily/weekly/monthly/variable)</small>	Day of the Week	Time
GATEWAY			
SANCTUARY SPACE			
CAFÉ/KITCHEN SPACE			
JUBILEE ROOM			
SHED			
GARDEN			

Period of let applied for:

.....
 (e.g. September 2024 – June 2025 OR specific date for single event OR as agreed in correspondence) (All letting arrangements will be reassessed for the beginning of September each year, with updated forms submitted by any continuing groups).

Please sign below: I have read the Church’s Privacy Notice & Facilities Information Sheet and understand the conditions and the costs that will be charged for letting the premises. Approval of the application is licence to use the church facilities as agreed.

signed	
date	

PRIVACY NOTICE: COMMUNITY HUB

Provided under the GENERAL DATA PROTECTION REGULATION (GDPR), in force from 25th May 2018, and current UK law on data protection applying.

Lawful Basis

To administrate our community hub we need to process personal data. We undertake to gather and process this data on the lawful basis of **legitimate interests**, Article 6(1)(f) within the legislation. Those legitimate interests are:

- administrating events and groups who use our facilities on regular or intermittent and one-off occasions

Whose information do we hold and why?

Processing is in relation to a named person carrying responsibility for the event, group or activity taking place within the community hub. Personal data is not disclosed outside the Community Hub/Church processes without the consent of the data subjects (i.e. those to whom the data belongs).

How long will we keep this information and what are your rights concerning it?

We will keep your data for the period of your involvement with the community hub. Thereafter it will be archived or you can request that the data is removed and we will immediately take action to delete/destroy it.

The Data Controller is:

CATHCART BAPTIST CHURCH, 96 Merrylee Road, Glasgow G43 2RA
email: hello@cathcartbaptist.online
Registered Scottish Charity No. SC049892

The Minister & Data Protection contact point is:

REV. DR. DERRICK L. WATSON
Registration Number: ZA322735
contact: derrick@cathcartbaptist.online /mob. 07511 699805

You have the right to lodge a complaint with the Information Commissioner's Office (the Supervisory Authority for Data Protection) on 0303 123 1113.

FACILITIES INFORMATION SHEET

General

All of the rooms for hire are part of the premises and facilities of Cathcart Baptist Church. We welcome other groups to use these facilities and gardens and will seek to support and enable your project to develop and grow. We work from a Christian ethos and reserve the right to refuse a booking where a conflict with that ethos is understood within the proposed activity.

Keys/fobs will be available from the Welcome Team and are to be returned after the hire period. Contact details for the Welcome Team are:

lead - REV. DR. DERRICK L. WATSON
96 Merrylee Road, Cathcart, Glasgow G43 2RA
hello@cathcartbaptist.online
07511 699805

Pricing Policy

Hire type	start-ups & voluntary social support groups	private/commercial groups/events (standard rate)	larger functions/weddings (standard rate)
Scaled rate	£10.00 per hour or agreed donation figure	£17.50 per hour (£12.00 for Jubilee)	tba

Payments

Our preferred method of payment is through online donation. This leaves a clear audit trail for payments made and is an easily accessible option. When you make a booking we will send you a link to your **booking/event page** which will include directions for making payment. If you have any difficulty, please contact the Welcome Team.

If you are using our facilities across periods, our preference is for payments to be made on a monthly basis. Charges will be set out on the booking page as monthly, with due dates as appropriate. For monthly groups these will be set for the end of each month – if you would prefer an alternative regular monthly due date, please contact the Welcome Team.

Cancellation

If you need to cancel your booking, please contact us at least two weeks in advance of cancellation or we reserve the right to retain the fees paid.

Insurance

The Hirers are responsible for providing Insurance cover for themselves, their users, their equipment and any other property they bring into the premises. Where appropriate, the Hirer should provide evidence of Public Liability Insurance for the activities being undertaken. The church is not responsible for any loss, damage or claim by any users associated with the let, including claims against the building.

Safety & Safeguarding

- Smoking: the Church buildings and gardens are designated No Smoking Zones.
- Alcohol: alcohol is not permitted on the premises within the let agreements.
- Please make sure you know where the fire exits and extinguishers are located before occupying the premises. • The Health & Safety Policy and Record Incident book is located in the kitchen, alongside the First Aid box. You will need to have your own mobile phone available for emergencies.
- The Hirer must observe all relevant food health and hygiene regulations, including handling dairy and meat products.
- The Hirer must ensure that any electrical appliances they bring with them are safe, in working order and used in a safe way.

Consideration For Others

- Please check the facilities after use, cleaning up after and replacing any furniture moved. If the kitchen has been used, please clean and leave as you would wish to find it, removing any items from the fridge or freezer that you have brought. If you are able to take any rubbish away with you, please do – it helps us with our own waste management and recycling aims!
- Please **leave the heaters switched on**, ready for any subsequent groups to come in. The heating is controlled by smartapp but it requires the heaters to be **ON**. if you do need to adjust the heating, please use the instructions next to the digital thermostats.
- Please switch off all lights and make sure the property is secure when you leave.
- **DOGS**
Dogs should not be brought into our building by anyone hiring rooms, either regularly or on one-off occasions, or by those attending events, groups or activities arranged by the hirer
 - Assistance dogs can be brought into our building to support owners who have disabilities or other special needs. These dogs have received training to handle unfamiliar and unpredictable situations
 - Emotional Support Animals (not just dogs) should not be brought into our building without evidence that they have received recognised training to handle unfamiliar and unpredictable situations

Amending, Varying and Cancelling Lets

- The Church retains control, possession and management of the church facilities at all times and the Hirer has no right to exclude those authorised by the church from the premises.
- The facilities may only be used by the group/organisation during the time period indicated on the application form and for the purposes declared, with leeway for opening up & closing.
- The church may require the use of the premises for specific events from time to time – we reserve the right to give reasonable notice to any Hirer of such necessary use, offering the Hirer the opportunity to transfer if possible to an alternative or comparable space elsewhere on our premises. The Church reserves the right to renew, vary or cancel any regular arrangements with Hirers, with reasonable notice.

Faults/Damage/Comments

- If any damage or injury occurs during your control of the premises please notify the Welcome Team as quickly as possible.
- We welcome any feedback on how we are doing! Please send any comments/improvements to the Welcome Team at the above contact details.

Special Conditions for any Bookings where children, young people less than 18 years of age and/or vulnerable adults are involved:

Groups/Organisations hiring our facilities who work with children or vulnerable adults must seek to undertake such work in compliance with current legislation, and specifically in line with The Protection of Vulnerable Groups (Scotland) Act 2007, with volunteers or paid workers undertaking Scottish Criminal Record Checks and participating in the PVG scheme.

Special Conditions Applying to this Booking: (This section of the agreement should be completed, if necessary, only after discussion with the Welcome Team of Cathcart Baptist Church)

CATHCART BAPTIST CHURCH & COMMUNITY HUB
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