**East Kilbride Old Parish Church**

**Church of Scotland – SC000609**

 **Information and Booking for Hall/Room Lets**

In order to book accommodation please contact our Church Secretary at 01355 279004 or ekopc.office@btconnect.com

Once permission has been given, the user must ensure that :

1. All dates and times are recorded in the Halls/Room Diary which is kept by the Church Secretary
2. All bookings must receive a Condition of Let notice and accordingly must complete and return the Hall/Room Let Application form.
3. The Church Secretary should also be informed if a regular meeting is cancelled so as to avoid unnecessary heating and opening of halls. If due notice is not received the Hall let charge may still be applied.

 **SCALE OF CHARGES**

 Church Organisations, Community Groups and Charities Free

 Donations at Discretion of each Organisation

 Commercial Lets Glebe Street Hall £25 per hour

 Montgomery Street Lower Hall £20 per hour

 Montgomery Street Upper Hall £20 per hour

 Montgomery Street Lounge £15 per hour

 Other Meeting Rooms £15 per hour

 One-off events £25 per hour or at the discretion of the Kirk Session

The Kitchens at both Halls are available for refreshments at no extra charge, but please provide your own supplies.

If the Kitchens are used for catering, a £5 charge will be added to the cost of the hall let per session.

Cheques should be made payable to East Kilbride Old Parish Church

**CHURCH OF SCOTLAND POLICY STATEMENT**

**The Church of Scotland has a deep concern for the wholeness and well-being of each individual. It seeks to safeguard the welfare of all people, regardless of age, who, come into contact, with the Church and its organisations. It is the responsibility of each individual within the fellowship of the Church to prevent the physical, sexual or emotional abuse of children and young people.**

**Notes**

**Organisations – Definitions**

**Church Organisations** – groups which foster and support the spiritual and pastoral purposes of the church, e.g. Sunday School, Guild, Men’s Association and Youth organisations

**Community Groups** – groups with a church connection but are principally focussed on leisure or sporting activities, e.g. Line Dancing, Tai Chi and Badminton. A community group should meet the following conditions –

* The designated organisation contact shall be a member of the congregation
* The organisation is principally for the benefit of members of the congregation
* The organisation shall not be for commercial benefit
* The organisation contact shall submit accounts to the Church Treasurer each calendar year

**Charities** – registered charities

**Commercial Lets** – non-church groups or occasional events, e.g. birthday or anniversary parties.

**Regular Lets**

For longer-term commercial lets the organisation should make payments two weeks in advance.