

Policy for using buildings

POLICY FOR USE OF THE HOLY TRINITY HALL AND CHARLES LE JEUNE CENTRE

"The mission of Holy Trinity Brussels is to bring or bring back men, women and children to a close, loving and personal relationship with Jesus Christ in all aspects of their lives". (Article 2 of the ASBL Constitution)

This policy covers the use of the Charles le Jeune Centre. It does not cover use of the Church itself. Use of the Church for purposes other than worship is at the discretion of the Clergy.

Use by members of the congregation

The Hall and Charles le Jeune Centre are available for use by members of the congregation which is consistent with the mission of Holy Trinity Brussels. Particular priority will be given to educational activities for children and young people who form part of the congregation of HTB and also to support education and training activities for other members of the congregation. Activities fall into three broad categories:

1. **Regularly scheduled meetings** that have been approved by the Council will merely require placement on the church calendar (via church office) for time and space. A contact person/ key holder who is a member of the HTB community or has been approved shall be named on the calendar.
2. **Requests for special use** are to be made through the church office and should ideally be submitted a minimum of 60 days before the event. The Church Council will resolve any scheduling conflict. A contact person/ key holder who is a member of the HTB community or has been approved shall be named on the calendar.
3. **Use for informal purposes** (e.g. a small group of members for a meeting) will be allowed upon permission granted by the Council or its designee (Clergy, Warden). A contact person/ key holder who is a member of the HTB community or has been approved shall be named on the calendar.

All events must be entered into the calendar along with the name of the contact person/key holder. He/she must complete a form requesting use of the premises and taking responsibility for the facility. He/she will also be responsible for signing out and collecting the keys and returning them to the Church office and signing in on return. He/she will be responsible for ensuring that the building is opened and closed properly.

Use by wider groups

The Centre is available for use of other groups for activities which are also in consistent with our belief and purpose, and in line with Article 2 of the ASBL Constitution:

- Activities which support the mission of Holy Trinity Brussels, which is to bring or bring back men, women and children to a close, loving and personal relationship with Jesus Christ in their lives.

- Activities which support spiritually, morally, materially and financially educational, cultural and charitable or development activities approved by HTB in Belgium or overseas.
- Particular priority will be given to educational activities for children and young people who form part of the congregation of HTB and also to support education and training activities for other members of the congregation. Activities fall into three broad categories:
- Activities which involve cooperation with other organisations sharing the same aims.
- The Council reserves the right to refuse bookings of the hall to organizations which might, because of their political nature or affiliation, however legitimate, risk compromising the unity of the church community.

All requests for such use are to be made through the church office. Applications must be submitted to the Church Office a minimum of 15 days before the event. They must include the name of a contact person/ key holder. He/ she will be responsible for signing out and collecting the keys and returning them to the Church office and signing in on return. He/ she will be responsible for ensuring that the building is opened and closed properly and left in the state in which it was found.

Rental for Social Activities

The Church Council recognises that from time to time there will be a wish to rent the premises for social events such as wedding parties, birthday parties, celebrations of baptisms and other liturgical events. It is the policy of the church that such events must only be organised by people with a direct relationships with Holy Trinity through their regular participation in the corporate life of the church. The Church Council does not wish to rent the premises for social events to individuals who do not have a direct relationship with Holy Trinity.

When an agreement is given for the rental of the premises for a social event the renter must accept the agreed rules for renting an activity for a social event that can be found in the list of responsibilities of users. Failure to observe these rules will result in the refusal of future letting requests.

Role of the Church Council

The Church Council is responsible for taking decisions on the use of the hall and centre. Decisions on the use of these premises will be taken by the Church Council or a body it designates for this purpose. They will also determine charges to be paid for use and penalties for damage caused. The agreed guarantee and donation for the use of the hall must be paid in advance and before signature of the final letting contract and passing over the key. Priority will be given to events which are consistent with the mission of HTB and ensure consistency with the aims of the ASBL. Scheduling conflicts will be resolved by the designated body, in liaison with the Church Office.

Responsibilities of Users

As stated above, all use of the facility shall be coordinated through the church office after agreement of the Church Council or Clergy and Wardens.

1. The **contact point/ key holder** is responsible for the facility during the time approved for use.

2. Keys may be picked up at the church office during regular office hours Monday-Friday, and must be returned within 24 hours after use of the facility is completed or at a time agreed with Church Office.

3. Arranging furniture etc. Users will be responsible for arranging the hall to meet their needs as well as returning the hall to its former condition upon completion of use. Rooms should be returned to the state shown in the photographs.

4. Tidying up and cleaning. The key holder shall be responsible for ensuring that the centre is left in the state in which it was found and that all rubbish is placed in the proper containers. If the renter wishes, the church can arrange for professional cleaning at an additional cost. This must be requested at the time of booking the premises. If the renter chooses to clean the premises his or herself and the premises are not cleaned to a satisfactory standard then the church reserves the right to deduct the amounts as agreed in the letting contract and checklist.

5. Children are encouraged to use the hall but parents are reminded that HTB insurance does not cover any injuries they may sustain. See also point 12.

6. Leaving the centre. The key holder is responsible for ensuring that everyone in the group for which he/ she is responsible has left the building. If she/he is the last person leaving, he/she must check that all lights are all turned out and the centre is locked, then sign out. If someone else is in the building, he/she should tell the key holder for that group he/ she is leaving and sign out.

7. Decorations. Nothing may be attached to the walls without express permission of the Church Council. No pinning, taping, tacking, gluing, nailing, stapling, wiring, or other fastening of articles to the walls is allowed.

8. Kitchen. If the kitchen is to be used, the responsible person will complete the Church Kitchen Check List.

9. Events should finish by 22.30 and the building tidied, lights out and doors locked by 00.00. The centre is not to be used beyond midnight except by prior agreement. It should be vacated quietly without causing disturbance to the neighbourhood. If a renter has not vacated the building by the agreed time then 50 euros will be deducted from the deposit for every thirty minutes over the agreed rental time.

10. Music and noise must be kept at acceptable limits at all times.

11. The Centre is a public place thus fire regulations **prohibit smoking** in all areas.

12. Breakages, destruction or loss of equipment must be reported as soon as possible to the church office. Responsibility for replacement will be decided by the Council or its designee (e.g. a special committee). See below on liability.

13. Fire regulations must be observed by key holders, i.e. all fire exit doors shall be left unlocked and no door, interior or exterior, shall be blocked in any way. Due to these regulations, a **maximum of 210 people** may be in the hall for an event.

14. A copy of the Cleaning requirements is provided to the renter on receipt of the key and is signed by them and the Administrator. This check list, covering the arrangement and cleanliness of the entire site, forms the basis of the inspection carried out by a designated person on the morning following the event. The return of the guarantee is contingent on the judgment of the inspector.

15. Failure to comply with these responsibilities will result in loss of privilege to use the centre.

Insurance

Holy Trinity Brussels is not liable for any accidents which take place on or damage to the premises. Organisations or individuals responsible for meetings must have public liability insurance. The Belgian Civil Code applies.

Charges

Deposits	
Hall	€200.00
Kitchen	€200.00
CLJ Centre	€100.00
Sound equipment	€50.00 per mike plus €50.00 for Mix Desk
Rates	
Hall – hourly	€30.00 per hour
Sound equipment	€30.00 per use of equipment
CLJ - hourly	€15- €25.00 per hour depending on numbers of rooms used and nature of the group
Kitchen	€200.00
Use of Church plates etc.	€1.00 per participant