

St Clement's Community Property Trust

(registered charity number 1200229) (the Charity)

Room Hire Policy

We are delighted that you are considering us for your venue. Below you will find some information about the Charity – its purpose and how it achieves its aims. We hope that this information, along with our terms and conditions of booking, will enable you to decide whether the Charity's premises are suitable for your purposes and whether you wish to apply for a booking. We look forward to welcoming you.

Purposes and Values

We are a small Christian charity with a purpose to advance the Christian faith in accordance with the principles of the Church of England in the parish of St Clement's, Oxford and the wider community of Oxford and Oxfordshire.

The Charity aims to be an important part of the local parish and community by providing spaces for Christian worship, including for St Clement's Church and other churches in Oxford, and to other community groups, local and national charities and small businesses which provide facilities in the interests of social welfare, community engagement, recreation and leisure.

The Charity's trustees are responsible for ensuring that the Charity's premises are administered in accordance with its Articles. This means that everything the Charity does has to be in accordance with and in pursuit of its objects, including activities that take place on the Charity's premises. The trustees will not permit any booking applications that are deemed unsuitable for the Charity, including activities or purposes that:

- *would contravene or go against the Charity's objects;*
- *relate to any one particular political party or political group, save for elected members of Parliament or local government in connection with their elected role and not for party political purposes, or organisation which is holding a political event;*
- *constitute a dangerous or violent activity (including violent sports); or*
- *raise a safeguarding concern.*

The premises may be used as a polling station and multi-party hustings. Please also note that the Charity's premises may not be available where they are required for use as a polling station or similar purpose. Please note that it is the Charity's policy to not permit its premises to be hired for marriage ceremonies. Note that private parties are not permitted unless otherwise agreed with the trustees.

Safeguarding

The trustees of the Charity take the safeguarding of all those who come into contact with the Charity, including children and vulnerable adults, very seriously and are committed to promoting a safe environment and culture for all.

The Charity has a safeguarding policy, a copy of which can be viewed on its website pages. Any booking is conditional upon compliance with this safeguarding policy which includes a requirement for all activities involving children and/or vulnerable adults to have their own safeguarding policy in place.

Accessibility

The Charity is committed to making its premises as accessible as it can within the restrictions of the age of its buildings. The rooms available to hire at St Clement's Centre are fully accessible with an outside ramp and disabled toilet access.

Rooms available to Hire & Rates

The spaces available for hire and related hire charges are set out on the website.

Please note that the Charity operates a two tier charging system for its premises, one for charities/community groups (the activities of which further the Charity's purposes) and one for non-charitable/commercial organisations (the income from which helps the Charity to further its purposes).