



The Obligations of Hirer(s) of Church Facilities

Please Note: The use of the church must not conflict with the Christian values of the church.

1. Hirers must be familiar with all the locations of the first aid kits, emergency exits, emergency equipment e.g., fire blanket, fire extinguishers.)
2. Marked exits are to remain accessible at all times.
3. Hirers must have orientation of technology equipment before use.
4. Hirer will advise the Parish Hiring Co-ordinator of any damages or hazards.
5. No smoking or use of illegal drugs is allowed in any building or within the church/hall/parish grounds.
6. Hirers must comply with any State or Diocese Health and safety rules/regulations, as stated on the Licence to use Premises Form.
7. No Decorations may be attached to the ceilings of the church. Blu tack maybe used on glass windows or walls. **All residues must be removed at the end of the hire.**
8. Spillages should be cleaned up immediately.
9. The hirer(s) must not remove anything from the church which is owned by the Parish.
10. The hirer(s) must lift (do not drag) anything moved within the premises and to be returned to its original position after use.
11. All windows and doors shall be secured before vacating the premises.
12. All lights, air conditioners and other electrical equipment are to be switched off at the conclusion of the hire.
13. Toilets must be left clean, please check them before leaving the premises.
14. All foodstuffs and equipment brought in by hirer must be removed after the function. All rubbish is to be placed in the appropriate wheelie bins. We have a recycling area for bottles, cans etc., **Pease do Not put rubbish in the Recycling Bins.**
15. Any Key given to hirer must be returned the next working day or at the end of their contract.
16. The Church is in a residential area and there should not be excessive noise.
17. In the case of disagreement and disputes between the Parish Office and the Hirer over issues concerning the Hire agreement, the Parish will have the final say and can immediately terminate the hire agreement.

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