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General Regulations, Information and Guidelines for the use of the Carriage House

Meetings and other activities:- A responsible person must be in attendance throughout the duration of the meeting or activity. In the situation of a booking involving physical activity, these must be carried out and supervised in accordance with the appropriate rules and safety recommendations of the governing body of the activity concerned.

Child Protection Act:- Groups arranging activities involving children up to the age of 15 years should be aware of the Home Office Code of Practice, Safe from Harm, and/or the publication, Protecting Children, endorsed by the Scottish Office, or a document derived from either of these and approved by an accredited agency, and have an understanding of it and undertake to follow the code of practice contained therein to work with children under the age of 16 years.

Whilst the Church is responsible for the fabric of the buildings with an overall responsibility for the welfare and health and safety of people using Church facilities, the person with supervisory responsibility of individual bookings must ensure that the provisions of The Health and Safety at Work Act are complied with in respect of their group meeting/activities.

Accident Reporting:- An accident reporting book is available, together with copies of other relevant accident reporting documents and reporting instructions and in the event of an accident occurring, details should be recorded accordingly. Should the injured person require treatment from a doctor or hospital as a result of an accident/incident, the Booking Secretary should be advised immediately to ensure that a full investigation and report is carried out as required under **R.I.D.D.O.R.** (Reporting of injuries, diseases and dangerous occurrences) Further to the above, should any person observe an occurrence which could be contributory to a possible accident, he/she has a responsibility to report the incident under the requirements of the **R.I.D.D.O.R.** The Carriage House Management Committee would appreciate any comments which might assist them in ensuring a safer, more secure environment at these premises.

Ball games:- are not permitted within the buildings other than those played on a table top surface or where prior approval has been agreed with the Management committee.

Damages:- Any damages to Church property, fixtures or fittings during occupancy of the premises will be made good by the management committee and subsequent costs will be charged to the user.

Smoking:- within the buildings is strictly prohibited.

Footwear:- Members of organizations using the premises must wear footwear which is suitable and appropriate to the activities to prevent possible damage to the Maplewood floor

Noise levels:- The use of musical instruments/recorded music, etc., should not interfere or offend other groups using different parts of the premises. Please liaise with the booking secretary to avoid a situation where your music requirements would clash with another group requiring quietness for their meeting.

Noise must be kept to within reasonable levels and users must comply with the requests/instructions of the Carriage House representative.

Dancing:- Polishing/powdering of hard wood floors for dancing is not permitted.

Dances:- Where these activities are permitted, there must be a ratio of at least one responsible adult to every ten young persons attending the function. Under certain circumstances this ratio may require adjustment in consultation with the management Committee. An appropriate ratio of male/female supervisors must be present.

Music, Drama & Dance Groups:- The booking does not provide for the admission of an audience unless this is specified on the booking application.

Accommodation Services:- The buildings are fully serviced in respect of toilets (x4), shower (x1), kitchen/catering and tables/seating appropriate to the activity booked. Charges include for the use of all facilities and utilities. Users will not be permitted to operate catering equipment other than that installed within the kitchen without the prior approval of the Management Committee.

Booking Times:- Users are requested to access and depart the building at the times agreed on their booking form. Should additional time be required for setting up prior to commencement or clearing up after your activity, bookings should take into account your complete time requirements.

Booking payments:- Payments should be sent to the Booking Secretary on arrival or immediately after use of the facility.

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