



Approved Parish Council 18 November 2024



JOHN KNOX RANGIORA

Purpose

John Knox Rangiora is a friendly Church which welcomes community use of the John Knox Community Centre for events, meetings and other activities that are consistent with the Church's mission and values.

This documents contains the policies, procedures and responsibilities and terms of agreement relating to the use of the various facilities of John Knox.

Scope

This policy applies to all individuals, groups and organisations wishing to hire church facilities.

Definitions

Hirer: Any individual, group or organisation applying to use church facilities.

Church Facilities: Any building, room or outdoor space owned by the Church.

Centre Manager: Appointed management on behalf of John Knox Rangiora



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Application Process

The hirer must complete a facility hire application form. This form requires information about the purpose of the hire, number of attendees, duration and any special requirements.

The Church administration will review the hire application to ensure that it aligns with the church's mission and values. Factors considered include the nature of event, potential impact on church activities and the availability of facilities. Approval is at the sole discretion of the church.

Types of activities or events

The facilities are not available for political groups or for political purposes.

The facilities are not available for 21st birthday parties

Spaces available

- **Wyllie Lounge**

The Wyllie Lounge is adjacent to the commercial kitchen and server doors can be opened into the room.

The room is suitable for meetings and similar activities and can comfortably accommodate 30 people seated.

It can also be used in conjunction with the Stewart Lounge as there are connecting doors.

- **Stewart Lounge**

The Stewart Lounge is adjacent to the Wyllie Lounge and can be used as one space. It also has glass sliding doors that open into the very large foyer space.

The room is suitable for meetings and similar activities and can comfortably accommodate 30 people seated.

- **Barrett Room**

This a boardroom/meeting room which can comfortably seat 15 people. It has opening doors into the auditorium and is ideal for a breakout room for conferences/training sessions in the auditorium.

- **McLauchlan Room**

This is the largest space in the facility and as well as being ideal for weddings it would also be suitable for professional development activities including conferences, presentations and large group meetings.

It can comfortably seat 240 people and can be hired separately or in conjunction with other rooms in the building.



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- **Office**

There is a small office available for hire with independent access which would be ideal for counselling or other activities where a confidential space is needed. Please contact the Office Administrator for further information.

Commercially graded kitchen

There is a fully equipped commercially graded kitchen which includes 2 ovens, a dishwasher, microwave and a coffee machine which is available to approved users.

Hire rates

Note that hiring a space entitles the user to access to the kitchen and/or the tea making facility in the foyer. The use of the audio visual equipment in the auditorium is included in the hire fee and free Wi-Fi is available in all of the spaces.

Note that the whole venue is available for hire for a fee of \$100 (gst incl) per hour which would include access on the evening before for setting up. Note there is a maximum charge of \$800 for whole day hire. The venue will need to be cleaned and ready for worship on Sunday morning. Please contact the Church Office to discuss hire arrangements. If the whole venue is hired the Church offices do not form part of the hire and could still be used while the venue is hired.

	Community use per hour (GST INCL)	Commercial uses per hour (GST INCL)
Whole venue	\$100	\$100
Auditorium	\$65	\$65
Barrett Room	\$15	\$15
Stewart Room	\$25	\$35
Wyllie Room	\$25	\$35
Deposit for after-hours access swipe card		
\$10.00		

Cancellation of bookings

While every endeavor will be made to accommodate confirmed bookings the Church reserves the right to cancel a booking if the venue is needed for a funeral. If such a cancellation were to occur there would be a minimum of three days notice.



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Expected behaviour

No smoking or vaping is permitted on church property – inside or outside.

Noise must not cause a nuisance to neighbours or give rise to any complaints to Noise Control Officers.

Access must be limited to the area(s) hired and toilets.

No illegal substances are allowed on church property

Drunken and /or unruly behaviour is not permitted

Alcohol may only be served with prior approval and where obligations of the Sale of Liquor Act 2012 (including any license requirements, host responsibility etc.) are strictly enforced.

Prohibited

- No smoking or vaping in the church grounds
- No use of confetti or glitter
- No decoration or scenery may be attached to the walls or hung from the ceiling without written permission from the Church
- No tacks, nails or adhesive materials are to be used on the premises without written permission from the Church
- No open fires, candles, smoke machines, barbecues are to be used in the venue and the Church grounds without prior written permission of the Church.
- If a fire or burglar alarm is set off by a user a charge will be incurred.

Health and Safety

There must be a person in attendance who has designated responsibility for Health and Safety and who understand the emergency procedures for the venue.

The hirer and the person with responsibility for health and safety must have read the hazard register and comply with requirements for eliminating/mitigating risk of harm.

All those using John Knox Rangiora have a responsibility for the health and safety of others and must take every precaution to eliminate the risk of harm to themselves and others.

In the event of an accident or near miss, this must be recorded on the incident/accident form available in the foyer.

A first aid kit is available in the kitchen.



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Property

All property is to be treated with due care and respect.

No candles or other naked flames are permitted unless written approval has been given.

Use of parish audio visual and sound system or musical equipment requires approval

The premises are to be left clean and tidy, in the same state as at the beginning of the hire, with furniture returned to its original position.

Parking only in the designated car parks on the Church Carpark. Note no parking in Presbyterian Support Car Park.

Insurance

Any damage must be reported immediately. Where the cost of repair is less than \$1,000 the full cost of repair will be the responsibility of the hirer.

Where greater than \$1,000 a claim will be lodged with the church's insurer and the excess of \$1,000 will be the responsibility of the hirer.

If a claim is rejected by the insurer the hirer will be responsible for the full cost of the repair.

Disputes

The Office Administrator has the prime responsibility for the hire and operation of the Venue. Any concerns about the venue or bookings should be raised with the Office Administrator. If a satisfactory solution cannot be found then the dispute should be referred, in writing to the Parish Council whose decision will be final.

Contacts

Facility Booking	Tracy Mayhew	027 3257 377	admin@johnknoxrangiora.co.nz
Parish Council	Craig Sargison	021 716 984	sargison.craig@gmail.com
Minister	Rev Jas King	027 452 7546	jason@johnknoxrangiora.co.nz