St John's Methodist Church, Baker Street, Potters Bar
Conditions of Use for room bookings at St John's

1. The Property Steward for room bookings represents the Church and the user shall accept his decisions on any matter, which shall be final and binding.
2. All charges must be paid before the time of use and no booking will be considered final until payment has been made.
3. No alcoholic drink shall be brought onto the premises[1] nor shall the same be offered as a prize. No smoking is allowed on the premises (including e-cigarettes).
4. The use of the room does not entitle the user to use or enter the premises at any time other than the specific hours for which the room is booked nor to use any rooms other than those booked unless prior arrangements have been made with the Property Steward.
5. The user shall not sub-let the room or any part thereof.
6. The Property Steward and other authorised persons have right of entry to the room at any time.
7. The user is responsible for all damage to the room and premises and to any property therein, occurring during the use, however caused.
8. The Church shall not be responsible for any loss of or damage to any property, or any injury incurred arising from the use of the room.
9. If for any reason the room becomes unavailable for the time of use the Church will make every effort to offer an alternative room. If no alternative room can be offered a refund of the fee will be made but no other compensation shall be given. Occasionally, the room may be required at short notice for a funeral, in which case the room is deemed unavailable.
10. The car park (entrance in Heather Way) may only be used on condition that users park in designated spaces (and not in the Minister's space). Vehicles not complying may have to be moved.
11. The user shall ensure that good order is kept in the room during its use. The Church reserves the right to put a stop to any entertainment or meeting not properly conducted and charge the user for any extra expense incurred.
12. No fixings shall be driven into any part of the room nor shall any other articles be fixed permanently.
13. No flags, emblems or other decorations shall be displayed outside any part of the room without the prior consent of the Property Steward.
14. The user shall remove any flag, emblem or other decoration displayed inside the room if in the opinion of the Property Steward it constitutes a fire risk or is otherwise inappropriate.
15. Exits and corridors must remain unobstructed and fire appliances must not be removed or tampered with.
16. All portable electrical equipment brought onto our premises for use during meetings should be tested and certified safe in accordance with current Health & Safety regulations.
17. No additional lights or extensions from the existing light fittings shall be used without the prior consent of the Property Steward.
18. A First Aid kit is located on the wall just inside the Kitchen. For medical incidents, please complete an Incident Report Form (in the First Aid Kit) and leave sealed inside one of the envelopes provided.
19. No part of the room shall be used for the sale of any item on a commercial basis, by auction or otherwise.
20. No part of the room shall be used for gambling of any kind.
21. Music, song words and films may be protected by copyright, and playing, performing or using these may require permission or a licence. It is the responsibility of the user to ensure that the necessary permissions and licences are obtained for the activities undertaken at the event.
22. Where the use of the premises involves children, young people or vulnerable adults, the user confirms that he/she is familiar with St John's Safeguarding Policy[2] and agrees to comply with the Methodist Safeguarding Policy[3]. The Church may also require a copy of the hiring organisation's Safeguarding Policy.
23. No animals (except assistance dogs) are allowed on the premises without prior permission.
24. Regular hirers (more than 3 times per year) must be covered by a 3rd party public liability insurance policy and must produce a copy of their certificate upon request.
25. After use, the user shall leave the room in a clean and orderly state, and return tables and chairs to their original positions. The user shall also ensure that toilets, corridors and car park are left in a clean and orderly state. Rubbish must be removed from the premises and disposed of elsewhere. The Church reserves the right to make an additional charge if further cleaning is deemed necessary.
26. When leaving, close all windows and doors and turn off the lights. If the user's group is the last to leave the premises, it is the user's responsibility to ensure the front door and all other exit doors are locked.
27. Any property left after the use may incur charges until the same is removed. The Church accepts no responsibility for any property left on the premises after the use.

St John's Methodist Church

[1] Premises includes the gardens and car park
[2] A copy will be provided on request or one is available on the Church website (www.stjohnspb.org.uk/safeguarding).
[3] See www.methodist.org.uk/ministers-and-office-holders/safeguarding

October 2026