



St. Nicolas Newbury with St. Mary Speenhamland
Parochial Church Council

**Policy approved by the PCC:
Booking the church hall**

1. Introduction

This policy was approved by the PCC at its meeting on 18th February 2010. The policy is due for review after not more than three years.

2. Approved policy on booking the church hall

This policy applies to bookings for the large (downstairs) hall, the small (upstairs) hall and kitchen, **from 7.30 p.m. onwards on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays.**

On **Mondays** and **Tuesdays**, church organisations will have priority for booking the hall; organisations not connected with the church may book the hall no more than three calendar months in advance. For the avoidance of doubt, the 5th Newbury Brownie Pack and the 1st Newbury Guide Company are organisations connected with the church.

On **Wednesdays** and **Thursdays**, any organisation may book the hall without restrictions on advance booking.

On **Fridays**, the hall is regularly booked for TGI Friday, an activity of St Nicolas' Youth Department.

There is no restriction on booking the hall on **Saturdays**.

On **Sundays** the hall is used in the morning and the evening for church activities, so it is not available for booking by outside organisations.

For the particular case of the table tennis club, who normally use the hall free of charge on Wednesday evenings in exchange for their work in setting out the hall for charity coffee mornings on Thursday morning, if the hall is required for another user on Wednesday evening then they will be offered the hall on another evening that week if it is available. When the hall is required for a series of Wednesday evenings for a church purpose (e.g. the Marriage course), the table tennis club will have priority over bookings not connected with the church for a Monday or Tuesday evening.