**St Gabriel’s Pimlico - Parish House Trust**

Registered Charity Number: 1114216

**Bookings Policy**

The hiring of rooms at St Gabriel’s Parish House is to support the work of God based in that building.

**Criteria**

1. The purpose of the hiring must fall within the purposes allowed by the Trust of 1900 as revised.
2. The hiring must be consonant with the teaching and practice of the Church of England as described in the contract.
3. Party hirings are only for KS2 children and below and are at the discretion of the Manager.
4. Weekday daytime hirings are generally for whole weeks and requests for shorter periods may be rejected for that reason. Evening hirings and some weekend bookings are generally longterm.

**Process**

The General Manager will generally request bookings by sent to the Parish House by e-mail. When a quick response is required by a hirer that request may be by phone.

Request for hirings will be logged with hardcopy and reasons for the rejection of requests noted.

When a booking has been accepted it will be logged and categorised in the weekly new bookings sheet (which records charity numbers, category of booking as per the Trust deed, details of checks carried out (this may include a website address))

Agreed 27th September 2022

Signed Owen C G Higgs

This policy will be reviewed every three years or in the light of changes in legislation or experience.