

Our Lady of Compassion Parish Centre, Formby

Terms of Usage:

Address: Our Lady of Compassion Formby Parish Centre. 88-94 Church Rd, Formby, Liverpool L37 3NG

These Terms of Usage apply exclusively to the Our Lady of Compassion Parish Centre, Formby, managed by Our Lady of Compassion Parish (Archdiocese of Liverpool). Usage of the Parish Centre premises and its facilities constitute agreement to these terms.

Section 1: Eligibility and Booking Policy

1.1 Restricted Usage Policy

The Activity Centre is not available for hire by the general public for private events (e.g., birthday parties, private receptions). Access and usage are strictly limited to the following:

Category	Description
A. Parish Groups	Groups directly affiliated with and authorised by Our Lady of Compassion Church, Formby (e.g., The Chatterbox, Brownie Pack, Justice & Peace Group, Sacramental Preparation).
B. Community Partners	Pre-approved charitable organisations or interfaith groups in formal partnership with the Parish (e.g., Compassion Acts, Churches Together initiatives like the Formby Pantry/Warm Space).
C. Approved Businesses/Organisations	Selected local businesses, educational bodies, or organisations whose activities demonstrably align with the moral ethos and charitable mission of the Catholic Church.

1.2 Booking Approval

All requests for usage, including regular Parish Groups, must be formally approved by the Parish Administrator or the Parish Priest. The Parish reserves the absolute right to decline any booking without providing a reason, particularly if the proposed activity is deemed inconsistent with the Catholic faith, community values, or the safety of the premises.

Section 2: Financial Terms and Usage Fees

2.1 Usage Fees

Fees for usage will be negotiated on a case-by-case basis and will depend on the user category:

- **Parish Groups (A):** Usage is often granted free of charge or for a nominal contribution to cover heating/utility costs.
- **Community Partners (B):** Reduced or nominal fees may apply, agreed upon through formal partnership agreements.
- **Approved Businesses/Organisations (C):** Commercial rates will apply, negotiated and confirmed in writing prior to use.

2.2 Payment

Where applicable, the full usage fee is required, 14 days in advance of the booking date. Failure to pay may result in cancellation. Please email Our Lady of Compassion, Formby Parish Administrator at ourladyofcompassionformby@rcaol.org.uk for payment transfer details.

Section 3: Responsibilities of the User

3.1 Code of Conduct and Ethos

The Parish Centre is an extension of Our Lady of Compassion Church Formby. Users must ensure that all activities conducted on the premises are respectful, lawful, and do not conflict with the teachings or moral values of the Catholic Church.

3.2 Supervision and Safety

The authorised contact person for the booking is fully responsible for:

- The supervision of all attendees, including safeguarding compliance for activities involving minors or vulnerable adults.
- Adherence to all Fire Safety regulations.
- Ensuring the premises are vacated promptly at the agreed-upon time.

3.3 Condition of Premises

The premises must be left clean, tidy, and in the same condition as found. All litter, equipment, and personal belongings must be removed. Any costs incurred by the Parish for cleaning beyond standard maintenance or for the repair of damage will be charged to the user/organisation.

3.4 Alcohol, Smoking, and Gambling

- **Smoking:** Strictly prohibited inside the Parish Centre and within the immediate surrounding area.
- **Alcohol:** Consumption of alcohol is strictly prohibited.
- **Gambling:** Prohibited, except for legally permissible small lotteries or raffles directly benefitting Parish (under their own license) or Partner charities, by prior permission.
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Section 4: Liability and Insurance

4.1 Indemnity

The Parish has public liability insurance which will cover loss, and damages etc arising out of the condition of the premises or activities of Parish run events.

The User agrees to indemnify and hold harmless Our Lady of Compassion Parish from and against any liability, loss, damages, costs, or expenses arising from the User's activities or negligence while on the premises.

Any incidents or damage to the premises must be reported to the Parish Centre Manager , as soon as possible.

4.2 Insurance (Commercial Users)

Approved Businesses/Organisations (Category C) must provide proof of adequate Public Liability Insurance (minimum of £10,000,000) prior to the finalisation of the booking.

For all enquiries

For all enquiries regarding eligibility and the usage of the Our Lady of Compassion Parish Centre for Parish or pre-approved organisational activities, please contact the Parish Office.

Contact : Karen Williamson to discuss your approved activity

Telephone: 07547 800348