Wonford Methodist Church
Lettings Policy 2025-2026

As part of the sharing and outreach policy of Wonford Methodist Church the Church Council shall make the Church Premises available for use by Church and Community Groups and Individuals (Users) subject to the approval of the Minister and Church Leadership Team.



Wonford Methodist Church is in the centre of a large housing estate on the east side of the City of Exeter about 2 miles from Junction 30 of the M5.
It is opposite a Lidl store.

It has a large Chapel, a Hall, and a small lounge, as well as a modern kitchen and toilets including a disabled toilet.
There is Wi-Fi throughout the building.

There is parking within the church premises for 20 – 25 cars and there is other parking nearby.

There is disabled access to all rooms and a metal ramp is provided in the Hall lobby.

Chapel



This was built in 2006 and can seat 130 – 140 people. There is a complete PA system as well as facilities for projection and equipment for video recording and streaming – see comment on copyright on page 4. There is also a hearing loop.

There is a raised dais at the front with a pulpit and communion table which can be removed.

At the back of the worship area is a small room with large glass windows and is connected to the PA sound system.



Main Hall

This is part of the original church built in the 1950s. It is a functional space with a capacity for about 70.

There are stackable chairs and tables which can be arranged as desired.

There is a large screen (tv) fixed to the wall which can be connected via a HDMI cable to a laptop. There is also a PA system which can be used.

The end doors lead to the Chapel.

The Church Lounge



This is a small room which can seat up to 20 in a less formal setting.

There is a large tv screen which can be connected to a laptop via a HDMI lead.

The Kitchen

Food cannot be cooked in the kitchen but pre-prepared food can be warmed and served.

There is a range type cooker, two small boilers, a microwave, kettles and plenty of mugs and plates as well as a limited supply of cutlery. (See Kitchen Use and Food Safety on pages 3 & 4)

Letting Requests

All requests for the use of Wonford Methodist Church must be made to the Lettings Secretary who may refer any request to the Minister and Leadership Team.

As well as Methodist functions, lettings are normally accepted from Community Groups (e.g. the History Society), recognised Charities (e.g. Hospiscare), and members of Wonford Methodist Church.
Wonford Methodist Church may not be used for political meetings, public dances, or the worship or promotion of religions other than the Christian religion.

Any booking for a religious service or similar event will require specific consent from Wonford Methodist Church. Apart from events organised by the Methodist Church, Wonford Methodist Church will need to see a statement of faith before permission can be given for such event.

Responsibility of Users

1. All Users of Wonford Methodist Church will need to agree with the Standard Conditions of Hire and complete the Booking Form and be aware of the standard church policies for the protection of Users.

2. Cars parked on church remises are left at the owner's risk.

3. Television License – The church does not hold a TV licence. Therefore, viewing or recording of live television programmes is not permitted. Likewise, catch up or on-demand services, such as BBC iPlayer, must not be accessed.

4. No shoes or boots are to be worn on the church premises that have metal segs, studs, etc. attached to the soles or heels.

5. No animals (including birds) are allowed into the building (except guide dogs, hearing dogs or recognised assistance dogs) without the approval of Wonford Methodist Church.

6. No alcohol, smoking or gambling (raffles – see item 7) is allowed on Wonford Methodist Church premises.

7. Small raffles may be held on Methodist premises where the sum expended on prizes does not exceed £50, none of the prizes may be cash prizes and the raffle must not be 'a substantial inducement' for persons to attend the event.

Cleaning

It is the responsibility of users to ensure that the premises are left clean – particularly the toilets and kitchen. Cleaning equipment can be found in the kitchen.

Security

We occasionally get uninvited visitors so please be aware of security issues.
It is advisable to lock the outside Hall door if people are busy elsewhere in the building.
Similarly make sure the external Chapel doors are locked if the Chapel is not in use or you have moved into the Hall.
All external doors (and fire escapes) can be opened from the inside without a key.

Children
safety of children is paramount.
The church is at a very busy road junction and children should **not be allowed** in the car park unless a responsible adult is present at all times supervising them.
Children mus
The t not be allowed to climb the fence either surrounding the premises or at the back of the Church where there is a long drop to a hard surface.

Inside the building children should not be allowed in the kitchen or to run around inside the Church itself. The church is a worship area and as such should be treated with respect.

Keys

Normally for one off bookings, one of the church members will open and close the church for the user.
For more regular Users who wish to have keys a Keyholders Declaration form will need to be completed.

Termination

Wonford Methodist Church has the right to terminate the hire if any of the booking conditions are not observed.

Charges and Payments

The current standard charges/fee for hiring the premises is £18.00 per hour for the Hall, Lounge or Chapel.
If the both the Chapel and Hall are required, the charge is £25.00 per hour.
The charge includes the use of the kitchen and toilets etc.

There will be no charge for funerals and weddings for members of Wonford Methodist Church.
Charges for use by the Methodist Circuit or District or members of Wonford Methodist Church are at the discretion of Wonford Methodist Church Council.
Payment should be made within seven days following the presentation of a Church Invoice. Payment may be made by cheque or bank transfer as explained on the Invoice.

Kitchen use and Food Safety - The Hirer acknowledges that they are aware of and must ensure the following: (See our policy on Food Safety & Good Hygiene Practices)

1. Hirers can use the kitchen to prepare food but cooking is not permitted.
2. All hirers who are going to provide food and drink must follow the Food Safety and Good Hygiene Guidelines which will be supplied to hirers.
3. Hirers who are not part of the Church must provide their own tea, coffee, sugar, biscuits.
4. Hirers must supply their own dish cloths and tea towels.
5. No food or drink can be left on the premises by Hirers.
6. Children under 12 should not enter the kitchen.
7. Young people aged 12 to 16 should only use kitchen under adult supervision.

Cancellation

It is also a condition of hiring that the church has priority use of all rooms for church purposes whenever necessary – e.g. funerals. Whilst every effort will be made not to clash with any pre-booked hire period, if this at any time becomes unavoidable, then the church use will take precedence. If these circumstances arise, the Lettings Secretary will give the maximum notice possible to the hirer.

Copyright

If Wonford Methodist Church is being used for a wedding, funeral, church service, or other event users need to be aware that video clips, images and music clips may be subject to copyright. Most images, video or music clips on the internet belong to someone who owns the copyright.

Other Relevant Documentation

This policy is one of several policies to ensure the safety and protection of everyone who uses Wonford Methodist Church.

Other Relevant Policies and document include:

Standard Conditions of Hire	Safeguarding Policy
Health & Safety Policy	Risk Assessment
Food Safety & Good Hygiene Practices	WMC Booking Form

Approval & Review of this Policy

This policy will be reviewed annually by the Church Council each October.

Please contact the Lettings Secretary for further details or enquiries about booking at

lettings@wonfordmethodistchurch.org.uk