

ST JAMES' PARISH CHURCH HALL

BOOKING POLICIES



ST JAMES' CHURCH
TROWBRIDGE

1. Bookings will generally not be taken for one-off events as we cannot provide volunteers to open the hall and assess acceptable state of cleanliness before locking up at end of hire. However, special circumstances can be taken into account and approval given at the discretion of the Rector and churchwardens.
2. Any bookings for regular use should be confirmed with the Rector and churchwardens before accepting.
3. Bookings from religious bodies or bookings for activities that involve any spiritual or religious content will not be accepted unless explicit approval is given in advance by the Rector.
4. Bookings will not be taken for evening parties, in the interests of our neighbours.
5. Bookings will not be taken for Sundays unless there are special circumstances and agreed by the Rector and churchwardens.
6. We will make every effort to avoid asking regular hirers to cancel a booking for a church or church-related event to take place, but if so will give as much notice as possible.