ST MARY STOKE

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HALL HIRER STORAGE POLICY

Parochial Church Council of St Mary Stoke, Ipswich

1. Purpose

1.1 This policy sets out the arrangements for the storage of items belonging to regular Hirers of St Mary Stoke Church Hall between bookings, and the process for removing such items if a regular booking comes to an end.

1.2 This document should be read alongside the Facilities Hire Agreement and the Lost Property Policy.

2. Storage Arrangements

2.1 Regular Hirers may, by prior agreement with the Operations Manager, store items relating to their activity in a designated storage area between sessions.

2.2 All stored items must be clearly labelled with the Hirer's name and the date the items were placed in storage.

2.3 Storage space is allocated at the discretion of the Operations Manager and does not constitute exclusive use of any area. The PCC reserves the right to relocate stored items where reasonably necessary for the operation of the Hall.

2.4 No hazardous, flammable, perishable, or high-value items may be left in storage.

2.5 The PCC does not guarantee the availability of storage space, and space offered to one Hirer may be withdrawn on reasonable notice if needed for other purposes.

3. Responsibility and Liability

3.1 The PCC accepts no liability for any loss, theft, or damage to items left in storage, however caused.

3.2 It is the Hirer's responsibility to insure their own equipment and belongings if they wish to cover this risk.

3.3 Items are stored entirely at the Hirer's own risk.

4. Removing Items When a Regular Booking Ends

4.1 Where a Hirer's regular booking comes to an end – whether by cancellation, non-renewal, or termination under the Facilities Hire Agreement – the Hirer must remove all stored items within 14 days of the date of their final session.

4.2 If items are not removed within this period, the PCC reserves the right to treat them as abandoned and to remove, donate to charity, or dispose of them, at its discretion.

4.3 The PCC reserves the right to charge the Hirer for the reasonable cost of removing, storing beyond the 14-day period, or disposing of any items not collected within the timescale set out above.

4.4 Any outstanding charges arising under this policy may be deducted from the Hirer's returnable deposit, where one has been paid, with any balance invoiced separately.

5. Review

5.1 This policy will be reviewed annually by the PCC, alongside the Facilities Hire Agreement.