



The
United
Reformed
Church

Rutherglen

United Reformed Church

69, Johnstone Drive, Rutherglen, G73 2QA
www.rutherglenurc.org.uk
registered in Scotland as a charity SC 017385



HALL BOOKING POLICY

Booking requests should be made directly with the Hall Convenor preferably in writing, which includes email and text messages.

These fall into four main categories:

1. Regular users who want to alter an existing booking or make a new booking.
2. New request, e.g, for a children's party or similar event
3. New request for a similar event to existing bookings
4. New request for a new type of event.

Categories 1 and 2 are agreed or refused by the Hall Convenor, based on availability of accommodation.

Categories 3 and 4 will be brought to the attention of the Admin Group by the Hall Convenor where a decision will be made. If there is uncertainty about a particular group or organisation, the Hall Convenor will email all members of the Hub to ask their views on this.

This policy was adopted by the Church meeting held on 16th September 2018.

This policy will be reviewed every 3 years, beginning 2021.

Signed by Paul Howard, President