

## Walls and Cupboards

Please do not attach anything including displays to the walls or paintwork, even with Blu-tack or masking tape. Adhesive materials cause damage to the paintwork.

## Car Parking

Please park sensibly - when possible within marked bays - as the car park may also be being used by those using the Church Centre or attending the Church or churchyard. Please do not park on the hatched chevrons - in case emergency vehicles have to be called.

## Keys

It is not permissible to copy or lend or allow to be copied any church room keys. One set, with an identification tag, will be issued to each regular group of users, with the key holder being asked to sign a declaration to that effect.

Changes of key holder must be notified to the bookings' secretary.

## On leaving

It is important that the rooms are left clean, tidy and ready for the next user. We do not have a caretaker to clean the building in between users: so please leave it as you would like to find it.

## Cleaning

A vacuum cleaner, sweeper, broom, mop, and buckets can be found in the large cupboard in the lobby and cleaning materials under the sink.

The carpeted room should be vacuumed (even if there is little apparent mess), and the vinyl room swept with the sweeper.

The vinyl floors only need be mopped if liquid has been spilt in which case use a small amount of washing up liquid.

Check toilets and basins are clean and that all taps have been turned off.

If babies have been present, check that any soiled nappies have been taken home for disposal and the baby changing unit is clean.

No soiled nappies or sanitary products are to be left in the toilet bins.

## Switching off

Check all taps are turned off, heating turned down, windows closed, that the emergency exit door has not been opened, and lastly but not least that all lights switches are in the off position. (The outside lights are automatic).

## Queries

If you have any queries regarding your booking or use of the rooms please contact booking secretary, Elaine Izard 01962 715172 (mornings) or 01962 712167 (home).

2017



# Holy Trinity Church Rooms Information and conditions of use for hirers

This leaflet contains important information and conditions of use for hirers of the Church Rooms and must be read and agreed to before using the Rooms.

*If the person responsible for booking the Rooms is different from the person running the event then please ensure this leaflet is passed on.*



All users must have suitable insurance cover and have carried out their own risk assessment for any event that takes place in the church rooms and its grounds.

The following facilities are available for your use:

## Furniture

50 +chairs (stored at either end of the rooms and in stacks of 5)

Folding tables 9x6' & 2x4' (stored in left hand cupboard in carpeted room)

## Kitchenette

Cooker, Microwave, Fridge, 2 Kettles, Urn,  
Crockery, Cutlery and glasses for approx 50 people

## Audio Visual Equipment

Available on request for Educational and Training events

Dry wipe white board. Flip chart board (no paper provided)

Overhead projector and small screen. Video/DVD player

Internet access on request.

## Hot Water

Hot water is constantly available. It may take awhile to come through and the temperature is controlled, for safety reasons.

## Disabled Toilet Facility

With baby changing unit.

## Central Heating

The temperature of the rooms is controlled by an electronic thermostat in the lobby. Instructions are to be found on the notice board opposite the kitchen entrance. *Please remember to turn the thermostat down again to 15 when you leave; to avoid waste of heat and money.*

## Conditions of hire

The Church Rooms may only be used as one large hall. We hope that you will find the Rooms appropriate for your event.

*Hirers are not permitted, for safety reasons, to try to move the partition .*

### Health and Safety

A copy of the Church Health and Safety Policy can be found on the notice board in the vinyl room. Hirers of the premises are required to follow the guidance given in the policy with regard to the Church Rooms, as a condition of hire.

The following particular points should be noted

### Fire

Do not place any obstruction ( e.g. tables or chairs ) against or near the fire exit at the 'vinyl' end.

The boiler room door should be kept closed at all times as it is a fire door.

Two water fire extinguishers are provided

- one in the lobby and one near the fire exit in the vinyl room.

A dry powder extinguisher for kitchen use can be found near the fire exit in the vinyl room and a fire blanket in the kitchenette.

For the safety of your group and other users please ensure that the extinguishers are not moved or used except in an emergency.

#### In the case of fire:

1) Evacuate the building immediately, assembling the group in the far side of the car park to check all are present and safe;

2) Call the Fire Service in all circumstances  
- only tackle a fire yourself if it is very small and localised;

3) Inform the Bookings Secretary, Elaine Izard as soon as possible.  
01962 712167 (079 7984 7777)

If unavailable, please contact Trustee, Anthony Wilson (01962 713442)

### Smoking

It is against the law to smoke in any part of the building (including e-cigarettes).

### Electric Sockets

These are fitted with plastic safety covers for the protection of young children. Ensure that any covers removed while using the Rooms are replaced before you leave.

### Kitchenette Area

Kitchen equipment can be dangerous for children. When they are present they should be excluded from this area and the small door kept bolted, unless under constant supervision.

### Inflatable Equipment

We are advised by our insurance company that the use of inflatables of any kind such as bouncy castles, slides etc should not be permitted on the site because of the high accident risk.

## Outside Area

If the weather has been dry, use of the garden area at the rear of the church rooms is permissible. The legs of any tables or chairs taken outside must be cleaned off and dirt/grass on the floors vacuumed up after use.

The ground in the middle of the grass area remains a little boggy, even in dry spells. Please respect the proximity of our neighbours, especially those to the rear - do not allow children to wander onto their property or climb trees in the wooded area.

## BarBQs and Fires

If you wish to have a BarBQ, or light any kind of fire outside, which must be kept well away from the building, it is essential that you contact the bookings secretary beforehand to discuss the matter. Failure to do so will make the user personally liable should any problems occur.

## Accidents

There are two general First Aid Boxes available for public use.

All accidents must be entered into the accident book in the kitchenette.

Please note any use of items from the first aid boxes.

Any head injury must also be reported to the bookings secretary as a report has to be submitted to an appropriate authority.

All children's and youth groups should have a first-aider present, with their own dedicated, specific first-aid box;  
this is also recommended for adult groups.

## Food & Drink

### Crockery, cutlery, kitchen appliances etc.

These may be used on condition that they are cleaned thoroughly after use.

If the cooker is used please ensure that all controls and wall switch are switched off .

The kettles and the urn should be left empty and switched off at the wall.

The kitchen bin is only for small amounts of debris (no food, wrapped or unwrapped);

anything greater **MUST** be taken home by the user (bin bags are available under the sink).

## Children's events, meetings of children & youth groups and parties

Food and drink should only be served and consumed at the 'vinyl' end.

At the end of the booking, please make sure all rubbish is removed, including bottles, tins and cardboard for re-cycling.

There are no rubbish bins on the site

## Regular users

Any food or drink items stored on the premises between meetings must be kept in an air-tight sealed container.

## Damage and Breakages

Any damage or breakage should be reported to the Church Room booking secretary at the earliest opportunity. Users are liable for the costs of repairing damage and replacing broken items.