



# The Church in Great Notley

## CHURCH PREMISES USER'S GUIDE – FAQs

### IMPORTANT INFORMATION

WE PARTICULARLY DRAW YOUR ATTENTION TO 'ITEM 5' IN THE DOCUMENT ENTITLED 'TERMS & CONDITIONS OF HIRE'.

PLEASE ENSURE THAT THE DESIGNATED PERSON IS FAMILIAR WITH EMERGENCY EXITS AND PROCEDURES & THAT THEY HAVE ACCESS TO A MOBILE PHONE DURING THE PERIOD OF HIRE.

We are happy to share our Church building and its facilities with you. We do not hire staff to assist in lettings, therefore we ask you to share with us the responsibility of ensuring that they are used with all due care and respect. We have set out below some information that we hope will help us all to accomplish this and to enable you to benefit fully from your hire:

#### **BALLOONS**

These are allowed in the building but must be **tethered and/or weighted at all times**.

#### **BOUNCY CASTLES**

Bouncy castles & smoke/bubble machines are not allowed in the Church building.

#### **CANDLES**

If you wish to light candles during your hire (i.e. on a birthday cake), please let us know beforehand.

#### **CHAIRS**

We have 80 plastic chairs & 32 wooden chairs that you can use. Please do not use the chairs in the Worship area unless you have made a prior arrangement to do so, and please do not move the chairs from side rooms. We also have a number of smaller children's chairs you can use. Please clean & return them after use.

#### **CLEANING**

We will make every effort to ensure the premises are clean and tidy for the start of your hire period. We ask you to make sure you leave them in the same condition at the end of your hire period. Please ensure that the floor is swept. Should you find anything unsatisfactory, please report it in the **HIRERS' LOG BOOK**. Brooms, mop & bucket, a vacuum cleaner, etc, are stored in the bottom cupboard next to the door to the Ladies loos. Special cleaning products and chemicals are stored in the cupboard above.

#### **DAMAGE**

Any damage noted at the start of the period of hire or any damage that occurs during the period of hire must be advised immediately via the **PROPERTY DAMAGE LOG BOOK**. As per our terms and conditions, we will expect the hirer to pay the costs for the replacement or repair of any damage caused.

#### **FIRE ALARM**

The control panel is located by the front entrance, on the wall. The system is checked for correct functioning on a weekly basis. However, should the panel flash an **amber fault light** & make an intermittent beeping sound:

- a) contact Jacquie Fanchette on 0754 799 4760 then
- b) access the control panel by keying in **ALT 514**
- c) then press '**SILENCE ALARMS**' or '**SILENCE BUZZER**'
- d) then re-secure the system keying in **ALT 514** again

#### **FIRST AID**

*Organisations* hiring the hall must provide their own First Aid kit and Accident Book.

*Private* hirers can use our First Aid Kit and must log any accidents that occur on the premises in our Accident Book, both of which will be made available at the start of the hire.

## **FLOOR CARE**

Please ensure that:

- all footwear worn in the halls has non-marking soles.
- you mop up any liquid spills immediately & that you sweep it when you have finished.

## **FURNITURE**

Please do not bring your own furniture into the building unless you have our prior agreement.

## **HEATING**

Heating for all areas will be set automatically to “on” in the colder months. Access to the control panel is restricted to the Premises Management Team.

## **KITCHEN**

Use of our kitchen is subject to the hirer having obtained prior permission, and reading and abiding by the instructions set out in the document entitled **KITCHEN USER’S GUIDE**. Access to the kitchen may be shared with other premises users. Remember to bring your own black bags and tea towels. **Please ensure that you leave the kitchen clean & tidy, including the floor, ready for the next user.**

## **NEIGHBOURS**

We ask all hirers to respect the privacy and tranquillity of our neighbours at all times. Please play music at a volume that is both sociable and considerate to our neighbours.

## **OPENING UP & LOCKING UP**

Unless otherwise agreed, a member of the Church will attend to open up and close up the building for you, at the agreed times. Ensure that you include sufficient time in your hire period to tidy up and clean, as per our Terms & Conditions. If you overrun the end time booked by 10 minutes or more, then we will charge you a penalty of £10 per extra 15 minutes, payable at the time of hire. Occasionally, we may need to ask the hirer to collect and return a key so that they can access the premises independently.

## **OUTDOOR AREA (FENCED OFF)**

Currently, hirers are **NOT** allowed access to this area.

## **PARKING**

Cars are parked on the site entirely at the owner’s risk. One space is clearly marked for use by blue badge holders. Please ensure that access to and from the car park is kept clear at all times. **Please ensure that you and your members, their parents & carers, do not park on the double yellow lines outside the church.**

## **PUSHCHAIRS & BUGGIES**

When possible, please leave these in the two porches at the front of the building.

## **RUBBISH**

Please remember to provide your own black and clear rubbish sacks and to take your rubbish (recyclable or not) away, paying particular attention to left-over foodstuff in the kitchen.

## **SMALL HALL HIRE**

Access to the Small Hall is through either of the two doors that lead from the outside directly into that hall only, and not via the Vestibule. This will keep the Vestibule free from 'traffic' for other hirers.

## **TABLES (for general use)**

We have ten 1830mm x 685mm Go-Pak tables and ten 915mm x 760mm Go-Pak tables that you can use. When you have finished with them, please ensure that they are clean for the next user and return them to the position in which you found them.

## **TABLES (for children)**

We have a number of smaller tables stored in the Meeting Room. Please clean & return them after use.

## **TERMS & CONDITIONS OF HIRE**

Please refer to the separate document entitled ‘Terms & Conditions of Hire’

**WI-FI HOTSPOT** Internet access is available to all hirers free of charge, by prior arrangement at time of booking. By accepting the Access Code, the hirer agrees not to cause or allow inappropriate or offensive material to be downloaded or transmitted over the connection.