



**COMMUNITY
CHURCH
PUTNEY**

Hall Hirers

Manual

Terms and Condition (see appendix 1)

Emergency Contact: If you need to contact someone in an emergency please call 07788120369 and someone will get back to you.

Opening Up.

Regular Hall Hirers: You will either be issued with a key or given a code to access the key box at the side of the building

One off hirers. Before the date of booking you will be shown the rooms and layout of the building. You will be shown where the key box is.

The week before you use the building you will receive an email informing you of the code for the key box and the alarm.

On arriving at the building please enter by the main front doors in the centre of the building. If the alarm is on you will then need to enter the code.

Above the alarm panel is an IN/OUT BOARD. It is essential that when you enter the building you indicate on this board when you are in the building using the appropriate magnet and placing it in the appropriate space.

Locking Up.

Before leaving, you must ensure that the room you used is clean and tidy and all chairs etc are returned to where you found them, unless otherwise agreed.

When leaving the building, you must ensure that the lights and heaters in the room/s you have been using are turned off. (The lights in the communal area - the corridors/stairs, toilets - are automatic) .

The person responsible for the booking must leave by the main entrance doors and update the IN/OUT board appropriately.

If you are the last to leave the building you must ensure that the lights in the entrance lobby and exterior lights are turned off.

If you are the last people in the building (as indicated on the IN/OUT board) you will need to set the alarm using the same alarm code and then press YES

If you have opened the side gate for fire safety then please ensure that this is locked

Health and Safety

The church is responsible for ensuring the general health and safety of the building. A detailed Health and Safety Policy is available if necessary.

The church is not responsible for personal belongings,

The person responsible for the booking is responsible for ensuring they are familiar with any fire evacuation procedures, informing the church of any accidents/damage/breakages they notice, compliance with any necessary statutory legislation (e.g. protection of vulnerable people and appropriate checks) and complying with security and protection requirements as necessary.

Fire procedures:

When using the building the right hand side gate will need unlocking to ensure the fire escape is clear. The key is located on a hook by the side of the main entrance door.

Details of fire exits and action to take is clearly displayed in each room. You must make sure you are familiar with these. These should not be removed under any circumstances.

In the event of a fire, the fire alarm will sound and the building must be evacuated by the nearest exit. The lift should not be used and will automatically go to street level when the fire alarm sounds.

Refuge points for wheelchair users are located on the lower ground floor, in the front staircase(with an emergency call point), and the entrance lobby on the upper ground floor.

Each user is responsible for ensuring they have appropriate fire evacuation.

Fire fighting equipment is available and clearly marked on the fire action diagrams.

Accidents/damage and breakages

If you have an accident cause any breakages or notice any damage/items needing repair, you must make a note in the appropriate book. These are situated in a holder in the foyer next to the main entrance door.

Vulnerable People

If your organisation is using the building for provision of services for vulnerable people you must ensure you comply with the necessary Government advice on Safeguarding.

Use of equipment.

Kitchen Equipment:

There is a folder in the kitchen that has operating manuals for the equipment in the kitchen, including the dishwasher and oven.

If you are not sure how these work please ask for a demonstration before the booking.

Heating:

There is a combination of central heating radiators and wall mounted gas Heaters:

In the main hall and the downstairs rooms, the main source of heating is wall mounted gas heaters. For operating instruction please Appendix 2.

Lift:

There is a Platform Lift providing access from street level to all other floors. The lift is maintained by an external company . If there are any issues with the lift, please inform the church office and complete an entry in the maintenance book. If there is an emergency while in the lift please press the emergency button or call the number of the lifts company (**Stour Lifts 01202 423 539**) , they provide 24 hour emergency cover.

Automatic Doors:

There are automatic doors at street level allowing access to the lift. For operating instruction please see appendix 3. These instructions are also situated on wall by the control panel for the doors.

Chairs:

Unless otherwise agreed all chairs must be stacked safely on the chair trolleys. There should be no more than 25 chairs per stack and the stacks wheeled to the edge of the space.

Appendix 1: Terms and Conditions

TERMS AND CONDITIONS

Ethos

Community Church Putney requires that the use of the facilities is not inconsistent with its values, and to that end the following are not to be made available to others or promoted on the premises. This is not an exhaustive list but indicates our values. If in doubt please ask:

- a) Items that may offend i.e. certain sex related items, nudity, violence
- b) Teaching/beliefs/activities/items which, within our understanding, are in conflict with our Christian values (the occult, spiritualism, the new age etc).

Booking, Charges and Payment:

Due to the proximity of neighbours, restrictions may be imposed on the level of noise and start and finishing time of bookings. (please check with the church office)

Any booking remains provisional until the Hall Hire Application form along with the required deposit have been received.

A deposit of £50 will be taken at booking. This will be taken off the full hire charge on the invoice. (for regular hall hirers this will be taken off your first invoice)

The agreed fee for hire must be paid in full 14 days from the invoice date.

The building may only be used by the person/organisation specified and for the purposes stated on the application form. The hire period includes all setup, clearing up and exiting of the building. Long term hirers will be given a set of keys to cover the duration of hire period. All keys are to be returned at the end of hire period. If you are booking a one off hire arrangements will be made for the provision of keys as laid out in the Hall Hirers manual.

Included in the hire of the building are access to tea and coffee making facilities and the use of chairs and tables as agreed, however users must provide their own tea, coffee and milk etc.

If you require additional equipment such as flipcharts, pens, kitchen, projector etc these must be agreed upon during booking process and may be charged separately.

The user is responsible for the cost of repair for all damages (other than fair wear and tear) to the building or any fixtures and fittings, which is brought about by your use.

The church reserves the right to impose reasonable additional charges e.g. for removal of excess rubbish (If the hirer produces more than 2 bags of rubbish they are responsible for removing any excess rubbish) or if lighting and heating is left on by users after the hire period.

The Church reserves the right to charge an additional fee for the provision of any storage facilities.

At no times are the premises to be used for any religious gathering, nor for any activity with spiritual element/s.

Cancellation and Alternate arrangements

The church reserves the right to cancel any booking by giving an appropriate amount of notice. Every endeavour will be made to give as much notice as possible but the minimum notice period will be one month. A full refund of any payments made for beyond the date of cancellation will be made.

Cancellation must be given one month in advance of hire date. Full refund will be given for any payments made. If less than one month's notice is given, the full cost is liable to be paid. If booking is made within less than one month to booking date you must give 5 working days for cancellation to be fully refunded.

The Church is entitled to transfer booking to alternate space elsewhere in the building, on giving reasonable notice.

The church may terminate this agreement immediately at any time if there is a breach of these conditions by the user.

Health and Safety

The church is responsible for ensuring the general health and safety of the building. A detailed Health and Safety Policy is available if necessary.

The user will comply with the provisions of the Church's health and safety policy and will ensure that all those using the hire space are aware of the appropriate safety procedures.

Where premises are to be used by children, the user agrees to comply with the Government's guidelines set out in the document 'Safe from Harm'

The user has responsibility to notify the Church of any defect on the premise or in any of the Church's equipment in the hire space by completing an entry in the Maintenance and Breakages book.

The user agrees that the Church accepts no responsibility for injury or loss to persons arising out of the use of the building apart from such injury or loss which arises from the church's responsibility for the general maintenance of the accommodation and the User will keep the church indemnified against any claims for which the church is not responsible .

Any accidents occurring while using the building should be recorded in the accident book and the church office notified.

Any electrical items brought in by the user must have an up to date PAT certificate where necessary.

The user must make sure they are familiar with the operation of any equipment, e.g. heaters, the automatic doors, kitchen equipment, projector that they use in the building

The user must ensure they comply with our no smoking policy inside the building. All cigarette butts left on the steps must be swept away.

Code of Conduct: Respecting Neighbours and Other users:

The church is a working office, and at any time there maybe more than one user in the building. At all times, respect and awareness must be shown to other users in the building.

The facilities are operated under a code of conduct and behaviour as follows:

- a) All people will be treated with dignity and respect at all times.
- b) People's feelings will be valued and respected. Language or humour that people find offensive will not be tolerated (e.g. sexist or racist jokes).
- c) No one will be harassed, abused or intimidated on any grounds. Incidents of harassment, abusive or violent behaviour will be treated seriously and the persons/person causing the offence will be asked to leave the facilities.

Other Conditions:

After use of the building, all rooms used must be left in a tidy condition and all equipment placed in the same position as at the commencement of hiring.

The user must not leave any equipment in the building unless arranged prior to booking with the Building Manager.

Bins are to be emptied and put into the bins (down left hand alleyway as you look at the building).

The hirer must ensure all lights are turned off, all heaters are turned off and windows closed. If using the kitchen, please leave the dishwasher empty and ensure the taps are off.

The church retains control, possession and management of the accommodation and the user has no right to exclude the church from the premises.

For Regular Hall Users, these terms and conditions apply to any subsequent booking unless there is a change in the terms and condition.

Appendix 2: Operation of gas heaters,

To operate these, first make sure they are turned on at the wall (each heater has a switch next to it)

Lift the flap on top of the heater and press the on/of button if not on already.

The room temperature can be set on by using the up/down arrows

When leaving the building, ensure the heaters are turned off. Lift the flap on top of the heater and press the on/off button until the heater is off. Then turn the heaters off at the wall.

Appendix 3 : Operation of Automatic doors.

If you are unsure about how to operate these doors, please ask.

Before using the doors:



- The screen should be in the Locked mode - the Locked symbol and the word Locked displayed.
- Ensure the door is unlocked and the bolts have been released.
- While the doors are in the Locked position the doors can be opened manually but should not be held open by door stops or other means.

The doors **MUST NOT** be operated while the doors are locked or bolted.

Operating the doors:

- To operate the doors, please select the method you require
- There are two methods of operating the door:



1. Automatic. Press the Automatic button.



The Automatic symbol and the word Automatic will appear in the screen. The doors will open when the inside or outside push-panels are pushed.



2. Hold Open: Press the Continuous Opening button.



The Continuous opening symbol and the words Cont. open will appear on the screen. The doors will open and remain open.

You can change from Automatic to Hold one and vice-versa by pressing the appropriate button
If the doors are in the Hold Open position the doors **MUST NOT** be manually closed or forced shut.

Locking Up

Before leaving the doors must be locked and secured. Please make sure you do this before setting the alarm.



To turn off the doors press the Locked button. .



The locked symbol and the word Locked will appear in the screen

If the doors have been operating on Hold Open then please wait for the doors to shut automatically. Do not force them shut.

Once the doors are closed, bolt the left hand door and then exit through the right hand door (ensuring the doors are in the locked position) and lock the door.

Thanks for your help with this