



## Conditions for the Use of Church Halls for Private Functions

1. The Church does not hire its halls\* but may allow people who have a strong connection with the church to use the hall(s) for private functions provided that there is no clash with other meetings. Permission is not automatic and a request may be declined. The decision to allow the premises to be used rests with the Trustees. Their decision is final and may be without explanation.

After checking room availability with the Church Bookings Secretary, currently Jocelyn on 8291 5888, the Booking Form must be completed and returned to the Booking Secretary or Pastor. (The Bookings Secretary may refer to the Pastor or Trustees for acceptability of the request)

2. The premises may only be used for activities that are compatible with the aims of the Church.
3. In the interests of security a Church Member must be present at all times on such occasions (unless otherwise specifically agreed for exceptional circumstances).
4. Only those rooms allocated may be used. All other rooms are out of bounds. Rooms beyond the Ladies toilets in the Large Hall are **not** available for private use. NB there is a fire escape through the room at the end of the corridor beyond the Ladies toilets, which must only be used in the case of a fire. The areas behind the halls, classrooms, and the garden areas behind the church should not be used as play areas.
5. On request, the Church may be able to provide crockery or cutlery but this must be washed dried and put away after use.
6. No smoking, alcohol or drugs (except those used for their intended purpose as medicines) are allowed on the premises or in the grounds.
7. All activity on the premises must cease by 10.00 pm unless an extension has specifically been granted. After 10pm the noise level must be restricted to avoid offence to the neighbours.
8. All equipment used must be cleaned and put away, and all parts of the premises used must be cleaned and tidied before leaving (tables wiped, chairs neatly stacked, floor swept and kitchen surfaces wiped down, etc.) The Church is only able to dispose of small amounts of waste; so all rubbish generated must be bagged and taken away. Any breakages or damage sustained must be reported to the bookings Secretary and may be charged for.
9. On leaving the premises please check that:
  - all fires are turned off,
  - all windows are secured,
  - all lights are switched off,
  - all doors are closed,
  - external doors are locked and fire doors properly closed,
  - all taps have been turned off (care must be taken to use water responsibly)

especially because the Church is on metered water).  
the alarm has been reset in the main buildings.

10. The Church bears no responsibility for personal effects left on its premises or for vehicles parked in the car park.
  11. No charge is made for the use of the premises, but a donation adequate to cover the cost of lighting and heating etc. would be appreciated.
  12. If permission to use the premises is granted, the leader of the activity should read and observe the Health and Safety advice for use of the halls (below).
- Except by requirement of Croydon Council

## **Health and Safety Advice for the Use of Church Buildings for Private Functions**

This is a guide to help you remain safe and to help ensure the safety of others when using the church buildings.

### **Phones**

There is no access to phones on the premises. It is important that you have a mobile phone available in case of an emergency.

### **Manual Handling:**

- All chairs should be moved with the aid of chair trolleys which are located at the rear of the outreach (large) hall, or at the front of the main church.
- Please ensure that chairs are not stacked more than 6 high as this may cause the stack to topple.
- Other heavy items such as tables should be moved with care and by two people if necessary.
- Heavy items should be lifted by keeping the back straight and bending the knees.

### **Hygiene:**

- All cups and utensils used should be washed thoroughly using hot water and detergent.
- Please mop up spills immediately. Mops used to clean toilets and other spills must not be used to clean the kitchen. Similar precautions are needed with cleaning cloths etc.

### **Safe use of the water urns:**

- The urns should be placed on a firm surface and filled with a jug.
- Water taken from the urn can scald. Please take care when filling cups and teapots.
- When emptying the urn, it should be unplugged and any excess water left to cool and/or removed from the tap into a jug before emptying it into the sink.

### **First Aid/Accidents**

- There is a first aid kit in the kitchen in the church lounge and in a marked drawer in the kitchen of the Outreach (large) hall.
- Please record any accidents in the accident book kept in the first aid drawers.
- If a child is injured please contact the parents/guardians as soon as possible.

### **General Safety**

- Please ensure that children are adequately supervised at all times.
- Children are not permitted in the kitchens for safety reasons.
- Please supervise children in the car park.

- If you bring a car, be aware of children and elderly people when you are manoeuvring in the car park. It is usually safest to reverse into parking spaces to give better visibility of people in the car park when leaving.
- Please do not touch any of the musical instruments or electrical or sound equipment in the main church building without permission.
- Please take care nobody burns themselves when using the ovens or microwave.

## **Disabilities**

- All buildings are accessible to those in a wheelchair. There is a WC suitable for wheelchair users located in the main Church building. If this is required then please notify us in advance so that access can be made available.

## **Fire safety:**

- All fire exits are clearly marked. Please make yourself aware of the location of the fire exits in the halls and rooms you are using. If the normal exit from the 'classroom corridor' in the Outreach hall is locked, the fire exit from the toilets is through the end classroom and out through the fire exit door.
- Please ensure that the fire exits are kept unobstructed at all times.
- Please do not undertake any activities, which are dangerous or could cause a fire.
- In the unlikely event of a fire everyone should be asked to leave the hall/building immediately by the nearest fire exit or the main exit.
- There are fire extinguishers at labelled points available around the church buildings. Extinguishers should only be used if it is safe to do so – if in doubt please leave the building.
- The fire brigade should be called as soon as possible.
- Try to keep people calm and be on hand to help children or those with mobility difficulties to leave.
- Everyone should assemble on the wide pavement outside the Church gates.
- The responsible person/key holder should quickly check other areas of the building such as the WCs and ensure that everyone has safely left the building.