

**The Church in Great Notley**  
**CHURCH PREMISES USER'S GUIDE – FAQ'S**

**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 the building is 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**

We know candles will be used especially on birthdays, but please be aware that our fire alarm is super sensitive, so candles should only be lit for short periods.

**CHAIRS**

We have 80 plastic chairs & 24 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. We have a small number of smaller chairs for young children that can be made available on request. Please clean all chairs 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 that you make sure it is in the same condition at the end of your hire period. Please ensure that the floor is swept. Brooms, mop & bucket and a vacuum cleaner are stored in the cleaning cupboard next to the ladies toilet. Should you find anything unsatisfactory, please report it to us by email or in person.

## **DAMAGE**

Any damage noted at the start of hire or any damage that occurs during the period of hire must be advised immediately. 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 the hire co-ordinator on 07471 356259.

Should the alarm show anything other than an amber fault **PLEASE EVACUATE THE HALL AND CALL 999** then call the hire co-ordinator.

## **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 to you at the beginning 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 up when you have finished.

## **FURNITURE**

Please do not bring your own furniture into the hall without prior arrangement.

## **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 Property team.

## **KITCHEN**

Use of our kitchen is subject to the hirer having obtained prior permission and reading and abiding to the instructions set out in the **KITCHEN USER’S GUIDE**. Access to the kitchen may be shared with other premise’s users. Remember to bring your own black bags and tea towels. Please ensure your 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 consecrate 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 allow sufficient time in your hire period to tidy up & clean down, 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.

### **PARKING**

Cars are parked on the site entirely at the owner's risk. Three spaces are 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.

### **PUSH CHAIRS & BUGGIES**

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

### **RUBBISH**

Please remember to provide your own black bags and clear rubbish sacks and to take your rubbish & recycling away, paying particular attention to food stuff in the kitchen & soiled nappies in the toilets.

### **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**

We have ten 1830mm x 685mm "go pack" tables and ten 915mm x 790mm "go pack" tables that you can use. When you have finished with them, please ensure that they are clean for the next users and return them to the position in which you found them. We have a number of smaller tables suitable for young children that can be made available on request.

### **TERMS & CONDITIONS**

Please refer to the separate document entitled "Terms & Conditions of hire".

### **WIFI-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.