

ST NICOLAS CHURCH USERS - GUIDANCE NOTES AND CONDITIONS

Booking – Your booking must be confirmed by the Parish Office staff. This will not be done before receipt of a completed booking form. For single events fees (applicable only to Church Room & Pastoral Centre) are due at the time of booking. The PCC reserve the right to refuse a letting, may take up references before agreeing to a booking or may cancel a booking without being liable for any penalty if references appear unsatisfactory.

Cancellation – if the PCC is obliged to cancel a confirmed booking due to circumstances beyond its reasonable control, the liability of the PCC to the hirer making the booking will be limited to returning any fees already made.

Keys - Please ensure that all keys are returned promptly to the Parish Office. If the South Door has been opened, please check that the padlock is in place on the gate in the church porch.

Health and Safety: it is the hirer's responsibility to satisfy themselves that the Church is suitable for the intended purpose and to carry out any health and safety risk assessment and other precautions that may be appropriate.

Please also note that:

- **All EXITS must remain unlocked and easily accessible whilst the church is in use**
- Users must appoint a person in their group to take responsibility for fire evacuation procedures and be responsible for ensuring everyone has left the building in an emergency evacuation. Please also note the position of fire extinguishers in the case of emergency
- A general announcement should be made to the assembled company at the start of use informing them of evacuation procedures in the event of an emergency
- The assembly point is on the grass by the lych gate near the crossroads
- **First Aid Box** - can be found in the Tower
- **Accident Reporting** - please record any accidents or incidents that could have caused an accident. Accident reporting sheets are available in the Tower. Take 2 copies: one for the Parish Office and one for your own records.
- Spillages - Anything split on floors should be wiped up immediately using only warm water and no bleach or abrasive cleaners

Insurance – Use of the Church is at your own risk, so please arrange your own cover. St. Nicolas PCC does not accept responsibility for the loss or damage to coats, hats or other personal property of visitors to the Church, nor the loss or damage of any other property which may be brought into the Church by individuals or organisations.

Locking/Unlocking - Please check that all EXIT doors are unlocked whilst the church is occupied and that all doors are locked on departure. In particular, please ensure that all doors with a Chubb-style lock are locked accordingly. **It is essential that a final check be made immediately before locking the church to ensure that no one remains inside when the building is vacated.**

Doors - There are four external doors. The West Door (by the Tower) is the main church entrance. The South Door (by the porch) may sometimes be used as an entrance and/or exit. There is also an external door situated between the vestry and the Church Room and a further external door is at the main outer entrance to the Church Room: these latter two doors each have two locks (Chubb and Yale) to operate.

The door to the kitchen and the internal door to the Church Room should be locked after use. The door from the church leading through to the vestry and Church Room beyond is operated with a numerical code. If you need to know the code it will be given to you beforehand but if the door has been left open for you then please do not close it until your departure, when it should then be closed shut behind you. This door may be opened without the code from the vestry side.

Please ensure that the bolt on the inter-connecting door between the main area of the Church Room and its lobby remains unlocked, as per the note attached to it.

Sound System - The sound system in Church is available on request for use if required and it includes a hearing loop.

- Chairs/Seating - The Church has a capacity for a congregation/audience of 300 and a platform party of no more than 30. Standing is not allowed during events. If additional seating is required extra chairs are available in the Church Room. You may put out up to 70 chairs extra chairs in the following locations:
 - i 8 against the pew frontal in the cross aisle between the font and the south door. These should be anchored together.
 - ii Up to 12 in the side chapel (the Slyfield Chapel)
 - iii 5 behind the back pew in the south aisle
 - iv 3 in the south west corner of the church
 - v 1 at the west end of the north aisle – between the two fixed pews
 - vi Up to 45 in the north aisle – leaving at least 2 metres between the front row of chairs and the organ.

UNDER NO CIRCUMSTANCES SHOULD MORE THAN 70 CHAIRS BE PUT OUT

..... Please ensure they are returned afterwards.

Heating – please do not alter either the timing or thermostatic controls

Lighting – There are light switch panels in the nave on the wall to the left of the second glass door when entering from the West (Tower) door; to the right of the South door and beside the door to the vestry in the North Aisle. Press 1 to turn on the lights for daytime use. Four other scenarios have written instructions. To turn off the lights press 6 – there is a delay as the lights dim before extinguishing.

Domestic Arrangements - The Church Room is available for hire and is reached through the vestry door adjoining the organ pipes in the north aisle of the church. You do not need to hire the Church Room if you only intend to use it for access to toilets. If you wish to use the kitchen, or the room for anything other than toilet access, then hire charges will apply. There are two toilets situated in the lobby of the Church Room, with disabled access and baby-changing facilities.

- **Disabled Toilets in Church Room**

- “Help Alarms” are located in the disabled toilet, it is the responsibility of those using the room to ensure that any alarm is responded to appropriately
- If an alarm is set-off the group leader, or a designated person, will need to check that anyone in the toilet is not in need of help. The sound which the alarm makes is insistent but not hugely loud.
- The reset button to stop the alarm is located *inside* the disabled toilet so the alarm can only be deactivated from there. The reset button outside the toilets will not work (this is by design so that an alarm can only be deactivated if it is certain that no-one is in need of assistance).

Check List

Name of Primary User: _____

Check	Done ✓	Name
Before use:		
EXIT doors must be unlocked		
After use:		
Rubbish Removed		
Church Room Toilets UNOCCUPIED		
Church Room Doors (3) LOCKED		
Kitchen Door LOCKED		
External Vestry Door LOCKED		
Vestry Doors (2) LOCKED		
Church Room and Vestry Lights OFF		
West Door LOCKED		
Lighting OFF		
South Door & gate LOCKED		
Keys Returned to Parish Office		