

ST AUGUSTINE'S CHURCH AND COMMUNITY CENTRE

TERMS AND CONDITIONS OF HIRE

St Augustine's Church and Community Centre is in Richmond Road CB4. Those living in the area are welcome and encouraged to use the facilities for community or private events. A short brochure is available at the church or on request giving details of the facilities available, as does the web site www.churchatcastle.org. The building and facilities have been extended and improved recently, and further changes will be undertaken as and when resources permit.

Bookings

E-mail: bookstaugustines@churchatcastle or contact either Jane Menzies (01223 355228) or Richard Footitt (01223 364929). Details of Availability for Hire can be found on the web at www.staugustinesforum.org

Safety

It is the responsibility of every adult on the premises to look out for unsafe items and correct them, or report them in the Hazard Book so that action can be taken. Please bear in mind that small inquisitive children use the building. In particular time is required to stack chairs and tables tidily and safely. The Hazard Book is kept in the main kitchen with the First Aid Kit.

In the event of fire, the alarms will sound and those using the premises should exit by one of the 2 specific fire exits from the main hall and from the Old Vestry. These are clearly marked. Please acquaint yourself with these. These doors can be opened from the inside without using a key. The main door and the other external doors from the main kitchen, from the new extension and from the Old Vestry, can also be opened from inside (keys held in key boxes adjacent to the doors). On leaving the building, everyone should assemble by the main door on Richmond Road. If those in authority are confident and competent to use one or more of the fire extinguishers sited in each room then they should do so BUT this should not exclude others from moving to safety.

The main fuse box is located in the principal kitchen in the cupboard housing the heater controls. The MAIN SWITCH which controls the supply of electricity to the building is clearly marked, and where feasible those supervising the evacuation should activate this.

All electrical appliances are regularly checked and tested. If you bring any electrical item with you please take it away when you leave. Please do not store it in a cupboard unless it is marked and checked.

On leaving the building, please ensure that all appliances, lights, urns, water taps and the microwave are off. The timers on the gas heaters will ensure that the heating switches off

in due course – please do not try to turn the clocks backwards. Shut all windows, and check all outer exits are secure. Please do not assume that there are others in the building who will check these matters. Groups finish at different times, and may have left before you without securing outer doors etc.

The First Aid Kit is in a well-marked cupboard in the Main Kitchen. It only has the minimum of items to tide over until home or hospital is reached. There are regulation Blue Plasters for anyone cutting themselves whilst preparing food. Any significant accident that might possibly lead to an insurance claim, a death or highlight a hazard, should be entered into the Accidents Book which will be checked regularly.

Other Safety Issues

Please make sure that any spillages of liquid or other materials are cleaned immediately to minimise the risk of slipping – cleaning materials are stored under the small kitchen sink and in the main kitchen under the central console (the key is kept in the key box by the external door).

The kitchens are potentially hazardous for small children who should be encouraged to stay outside unless under close supervision.

Ladders are provided for access to high level storage and generally only those provided by the Centre are to be used. Users must also read the guidance provided by the HSE – a copy can be found with the Accidents Book in the main kitchen and is also available online <http://www.hse.gov.uk/pubns/indg455.htm> The ladders will be checked frequently but any malfunctioning should be noted in the Hazard Book.

Although Richmond Road is a cul-de-sac, it can be busy at certain times. Children leaving the building need to be supervised so they do not run into the road.

Policies on Child Protection and other Issues

Copies of the policies in force at St Augustine's in respect of child protection, vulnerable adults, equal opportunities, the environment, conflict of interest, and health and safety are on the church's web site and available in paper form in a folder alongside the First Aid Kit and Accident Book. A new policy on Lettings has been added to these. It is important that you read them and understand your and our responsibilities and intentions.

Each user is required to comply with the law on child protection and other legislation where relevant. We will require a copy of the user's policy document where necessary, for example where children are involved without the presence of parents.

Insurance

All those using the building need to ensure that they have adequate insurance cover. In the case of private parties, your Home Insurance policy should be sufficient, but in the case of any group activity or event then you will need to make your own insurance arrangements. In a very limited number of cases where a small group activity involves little risk, it should be possible to include that group on the church's policy for a small sum.

Payment of Rent

Regular users: payment of the hire charge within 30 days of receipt of the invoice.

Occasional Users: payment at the time of making the booking together with a small returnable deposit. Payments are normally reimbursed where a booking is cancelled 14 days or more in advance. Cancellations made within 14 days of the event are unlikely to lead to reimbursement. The deposit is required not to secure the booking, but to provide a small sum should additional expenses be required to repair unreported damaged items or to arrange additional cleaning, for example (but see below).

Damage

The cost of repairing or replacing any damage to the building, fittings and furnishings is the responsibility of the user.

Interruptions to Use

The church reserves the right to gain access to the building at any time. Due notice will be given for major works or repairs. Builders or decorators may be working on site whilst an activity is underway but every effort will be made to avoid any disruption, and notice will be given in all but exceptional cases. From time to time, the church may require the building for a baptism, wedding or funeral, and users may be asked to cancel or postpone an activity for the duration of the service. Similarly, the main hall is usually required by the City Council for national or local elections each year: these are normally held on Thursdays so those using the building at these times may need to make alternative arrangements at and when elections are called.

State of the Facilities

There is no full time caretaker, although the building is cleaned regularly. The good state of the facilities is therefore maintained by the different users. Please allow sufficient time at the beginning and end of your activity to clean up the room(s) you have used, to stack the chairs and tables etc. safely and tidily. This ensures that the Hall is kept welcoming and safe for the next user. All equipment and items brought by users should be removed from the building once the activity is over, unless by prior agreement when booking the Hall.

Parking and Neighbours

St Augustine's is sited in a predominantly residential area, and those hiring the facilities are responsible for ensuring that noise and disruption to neighbours are minimised, especially late at night. There is no car park at the premises, but parking is currently unrestricted on the road and in immediately adjacent streets. However, those hiring the facilities are strongly advised to suggest to group members or guests that they walk or cycle to and from the centre. If the use of a car is essential, then please park with care and attention, avoiding blocking drives or access routes, and, if waiting to pick up children or others, please shut off car engines. These are simple measures designed to reduce inconvenience to neighbours and other users of the Centre.

St Augustine's Forum

All regular users of the Hall are automatically members of the Forum, which has been set up to enable hall users to share ideas or concerns, to publicise their activity (on the web site for example), and to be consulted from time to time on proposed improvements to the building or changes to rents or terms.

May 2016