# ST. GILES' CHURCH, DURHAM

## **CONDITIONS OF HIRE**

## FOR CHURCH HALL (external, separate premises) & PARISH CENTRE (internal meeting space)

## **Opening and Closing of the Church Hall**

The double doors on the side of the building have a metal bar securing the door. This door is the emergency exit. The metal bar must be removed at the start of your session and <u>MUST</u> be put back in place before the Church Hall is locked, so as to secure the building.

The heating must be switched off before locking up (see below).

All lights and the cooker and boiler must be switched off before locking up.

Please contact Michael Richardson (Doorkeeper) 0191 386 5568 or 07879 068355 in case of difficulty.

## **Opening and Closing of the Parish Centre**

The Church will be opened by a member of the parish (lay or ordained). This will be arranged by the Parish Administrator. They will take responsibility for alarm systems and will instruct you about heating and lighting. But if you have used any of the electrical facilities, please help by turning them off.

Please contact Michael Richardson (Doorkeeper) 0191 386 5568 or 07879 068355 in case of difficulty.

## Power Circuits/Heating

#### Church Hall

The heating controls are located in the kitchen. Do not adjust individual radiators. You will be inducted as to how the controls operate.

#### Parish Centre

The heating controls are located in the large downstairs room. Do not adjust individual radiators. You will be inducted as to how the controls operate.

#### **Telephone**

The Church Hall/Parish Centre has no telephone so you are advised to bring a fully charged mobile telephone for use in an emergency.

#### **Car Parking**

The Church drive leading to the Church and the Vicarage **must not** be obstructed. The Church Hall car park and the reinforced grass either side of the Church drive will accommodate a good number of cars if they are parked sensibly. Cars may be parked on the grass to the east of the Church porch, beyond the low wall, **in dry weather** and **at owner's risk of getting stuck.** 

#### Breakages/Damage/Faults

Please report any breakages, damage or faults to the Parish Administrator.

## **Insurance**

The PCC has public liability insurance. Certain groups will also have their own insurance. If you are undertaking any unusual activities, these must be covered by your own insurance.

## **Consideration for others**

Please ask users to leave quietly at the close of your session. Car doors banging and loud talk in the car park are disturbing to local residents.

Please leave the Church Hall/Parish Centre clean and tidy after use. In the absence of routine caretaking facilities, we ask hiring groups to do as much as they can in terms of laying out furniture and also, returning rooms to their original condition after use.

- Empty rubbish into the outside wheelie bin provided, next to the Church Hall or take it home.
- Please ensure that table tops are wiped clean ready for the next user, before being stacked away
- Kitchen to be left clean and tidy and benches wiped clean ready for the next user.
- Please leave the floor area clear of any obstructions ready for the next user.

#### <u>Safety</u>

The Church Hall/Parish Centre has a No Smoking policy in line with current legislation.

In the event of a fire, the Church Hall/Parish Centre should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade should be called, dialling 999.

For use in emergency calls:

O.S. Grid Ref. of Church Hall/Parish Centre - 55/284 426 Post Code - DH1 1QQ

The location of fire exits and fire extinguishers must be noted before the Church Hall/Parish Centre is occupied and the manner of opening Fire Doors should be made known to your users.

The Health and Safety file is kept in the Parish Office. Please inform the Parish Administrator of any serious accidents.

First Aid Boxes – in the Church Hall one is located in the middle cupboard on the east side of the kitchen. In the Parish Centre one is located in the kitchen.

No inflammable items are to be used in the Church Hall/Parish Centre

#### **Location of Fire Equipment**

These are located as follows:

<u>Church Hall</u> Fire extinguisher to the right of door on entry into the main hall Fire blanket by small window on east side of kitchen.

#### **Contact Telephone Numbers**

Parish Administrator, Andrew Moss	0191 374 1079 (Tues, Thurs, Friday)
Doorkeeper, Michael Richardson	0191 386 5568 or 07879 068355
Emergency (Vicar Rev. Alan Bartlett)	0191 384 2452