

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 **MUST** 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.

