

# A GUIDE TO THE USE OF ST PAUL'S HALA CENTRE



This booklet provides guidelines for everyone using the building so that the Hala Centre operates as easily, safely and co-operatively as possible.

By reading this booklet everyone wishing to book space in the building should know what is available to them and what is expected of them.

Please read right through these guidelines carefully before you book space at St. Paul's Hala Centre.

## Practical User Guidelines:

- Atmosphere & Equal Opportunities
- Children
- Safeguarding
- Complaints
- Environment
- Housekeeping
- Physical Access
- Safety Issues
- Tenure of Use
- Booking
- General and Emergency Contacts

## **ATMOSPHERE & EQUAL OPPORTUNITIES**

St Paul's Hala Centre endeavours to meet the needs of all who access this building. As part of this policy you will be expected to comply with its Equal Opportunity Policy. Consequently, you will be expected to:

- use language and behaviour which strives towards Equal Opportunities.
- behave with consideration towards the elderly residents in Beck View.

## **CHILDREN**

Children are welcome at St Paul's Hala Centre. At all times users must be responsible for the care of children during their session. Hirers must have appropriate and approved safeguarding procedures in place where appropriate.

## **SAFEGUARDING**

St Paul's has a Safeguarding Policy with which you should be familiar. A copy of the full policy is available in the Parish Office for inspection and on our website (<https://stpauls-scotforth.org>). Regular groups who work with under 18's should submit a copy of their own safeguarding policy to the Parish Office prior to the start of their hire.

## **COMPLAINTS**

If, for whatever reason, you are dissatisfied with the service offered by St Paul's Hala Centre please contact the Parish Office. (01524 843135 or email: [office@stpauls-scotforth.org](mailto:office@stpauls-scotforth.org)).

## **ENVIRONMENT**

St Paul's Hala Centre wishes to create a welcoming environment and to be a good neighbour. Hirers are expected to support this aim in general and take note of the following particular requirements:

### **Smoking**

In accordance with the law, St Paul's Hala Centre operates a no smoking rule in its premises. Hirers must ensure that this rule is applied.

## **Alcohol**

If it is intended to consume alcohol on the premises this should be stated at the time of booking. Please note that if alcohol is to be sold on the premises, you are responsible for seeking a licence from the City Council. You will be expected to operate within UK laws at all times.

## **Noise**

This must be kept to a minimum and you are asked to leave the building quietly. All windows and doors should be kept closed for the same reason.

## **General behaviour**

Organisers of all events and regular gatherings are expected to take responsibility for the reasonable behaviour of all those present.

## **Other**

You must not use smoke effects, with or without a disco, as this will set off the smoke alarms and require the evacuation of all Beck View residents.

## **HOUSEKEEPING**

Please follow all Special Conditions of Hire guidance paperwork throughout your booking.

As a hirer you are responsible for setting up for your session and cleaning up afterwards. This includes refreshments, washing up, removing litter, and leaving the kitchen clean and tidy.

**Brushes and mops can be found in the Broom Cupboard (through the door to the corridor and first room on the left).**

You will be responsible for making good any breakages or damage.

**NO staples, sellotape, drawing pins or Blu-Tac to be used to fix anything to the walls or woodwork.**

## **Equipment**

There are tables and chairs available for use. Please ensure that the tables are wiped down before stacking and that all furniture is put back at the end of your session.

## **Kitchen and Toilet Facilities**

There is a wall mounted electric hot water boiler. When you turn the tap on this should immediately, or very quickly, provide a continuous supply of boiling water. There are some mugs and crockery available in the cupboard almost opposite you as you enter the kitchen. There are also 2 large metal tea/coffee pots either on the work surface or in one of the cupboards. Please wash and return to the cupboard any items used. Equipment in any of the other cupboards and drawers belongs to Beck View and we do not have use of it. Please bring your own tea towels and washing up liquid as required. You will also need black bin liners for rubbish and these must be taken home to be disposed of – we do not have access to rubbish bins.

The toilet facilities are in the corridor leading to the kitchen, on the left hand side, including a toilet for people with disabilities (this toilet can also be used for nappy changing).

## **Heating**

The heating will have been programmed for your hired session; please do not touch the heating controls. If you turn down the thermostat please ensure it is reset to 20C before leaving the building for the comfort of those following you in.

## **Beck View Lounge and the Rear Garden Area**

Please note that under no circumstances should you enter the Beck View Lounge or the garden area accessible via the two emergency doors in the main centre room. These areas are for the use of Beck View residents only. Thank you for your co-operation.

## **On Leaving**

Please ensure:

- All the windows are shut and with the catch on;

- The two emergency doors are fastened shut (if opened for ventilation);
- The lights are switched off;
- The connecting door is locked and that the key is returned to the key safe;
- The main door is securely locked.

## **PHYSICAL ACCESS**

St Paul's is committed to Equal Opportunities; as part of this policy it has been designed to be accessible to people who have difficulty walking, and those who use wheelchairs. The only entrance to St Paul's Hala Centre is an accessible entrance and access to the toilet areas is on one level.

## **SAFETY ISSUES**

### **1. Risk assessment**

A set of risk assessments for the Hala Centre are available on request from the Parish Office. However, hirers are responsible for carrying out their own risk assessment for all the particular activities they intend to conduct on the premises.

### **2. Fire Safety**

For your safety the building is fitted with a fire alarm system. Fire Alarms are situated on the walls by the main door and by the two emergency doors. Fire extinguishers are positioned by the right hand emergency door leading out of the hall, and to the right of the door leading into the corridor.

**BEFORE YOU START YOUR FIRST SESSION, MAKE SURE YOU KNOW HOW TO ACTIVATE THE FIRE ALARM AND HOW TO RESPOND IF THE ALARM IS ACTIVATED.**

### **Procedure in the event of a fire:**

If a fire should start, exit the building immediately by any of the fire exits which are clearly signed and assemble on one of the car parks. Phone the emergency services as soon as possible.

### **3. Injury Insurance, First Aid and Safety**

#### **Insurance**

St. Paul's will not be held responsible for any personal injury, loss of property or vandalism that arises from your use of the premises. You should check that your own organisation has the necessary insurance to cover you when using the Hala Centre.

#### **First Aid Boxes**

This is in the main hall, on the wall, by the corridor door. There is an Accident Report Book which must be filled in if an accident occurs to anyone using the Hala Centre in connection with your booking. Other than minor cuts and bruises etc, all damage, accidents or injuries within the boundaries of the Hala Centre room should be reported to the Parish Office within 24 hours to enable any prompt remedial action to be taken so no-one else suffers consequentially.

There is also a First Aid box in the kitchen which is only for Beck View personnel.

#### **Safe practice**

Your use of any equipment and your working practices should be in compliance with the Health and Safety Regulations. This is a condition of your booking.

Note especially that ***No electrical equipment must be used in the Hala Centre if it has not been tested and labelled by a professional electrician within the previous 12 months.***

#### **Personal Belongings**

It is expected that all hirers and visitors of the Hala Centre will be responsible for their own property. This includes bags and mobile phones.

#### **Emergencies**

If an emergency occurs please ensure that you have your own mobile telephone.

## **TENURE OF USE**

The use of St Paul's Hala Centre is reviewed regularly, and there is no commitment given to its permanent use by any group or agency unless specifically agreed. In co-ordinating the use of the Hala Centre the needs of the church and local community will be paramount and thus local organisations will be given priority.

## **Who can book space**

Space at St Paul's Hala Centre can be booked for most purposes which serve or support the needs of the local community, with a few restrictions. The PCC has the following guidelines to implementing these restrictions:

- St Paul's cannot be booked by any group which seeks to restrict the rights of others to exercise their choices within the law.
- All bookings at St. Paul's will be at the discretion of the PCC. In addition they also reserve the right to terminate any booking at their discretion.
- Teenage Parties/Discos are **not** permitted.
- Bookings will only be accepted from persons over 18 years.

## **BOOKINGS**

If you wish to book facilities at St Paul's Hala Centre, please visit our website <https://stpauls-scotforth.org> and go to the Hiring our Spaces tab at the top of the page. All bookings are taken online. If you have any difficulties then please contact the Parish Office either in person, telephone 01524 843135 or email: [office@stpauls-scotforth.org](mailto:office@stpauls-scotforth.org)

Please note the following points:

- Further to your booking of the Hala Centre, the office will contact you immediately prior to your booking to make arrangements for you to collect a key. The Parish Office is open Monday to Friday from 9.30 am until 12.00 noon. You can send a representative to pick the key up, if that is more

convenient; however, the key should be returned immediately to the Parish Hall letter box at the end of your booking, so it is available for the next booking.

- To cancel your booking at least 48 hours' notice is required. If less notice then the full hire amount will be charged.
- The Hirer must leave the premises in a clean and tidy condition and followed the Special Conditions of Hire Agreement. The cost of additional cleaning due to not being left in the condition it was found and any losses, breakages or damage must be paid for in full plus a £20 administration charge.

## **GENERAL AND EMERGENCY CONTACTS**

Whilst every care will be taken to ensure the Hala Centre is fit for use, where, due to circumstances beyond the control of the PCC, the Hala Centre could not be available or there is an unexpected loss of heat/light/utilities, the PCC cannot be held responsible for any consequential loss (e.g. cost of hiring another hall) but every effort will be made to identify an alternative booking time/date.

### **Emergency contact while using the Hala Centre**

In case of extreme difficulties (e.g. unable to get into the Hala Centre), please contact Phil Simpson (01524 36578 or 07759860017)