

A GUIDE TO THE USE OF ST PAUL'S PARISH HALL



This booklet provides guidelines for everyone using the building so that the hall 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 Parish Hall.

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 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 other users of the hall.

CHILDREN

Children are welcome at St Paul's. 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 Parish Hall please contact the Parish Office. (01524 843135 or email: office@stpauls-scotforth.org).

ENVIRONMENT

St Paul's 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 Parish Hall operates a no smoking rule in its premises - both inside and outside and includes the car park, entrances and children's play area. Users 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** - 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.

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. This must be included in the time of your booking.

Brushes and mops can be found to the left of the stage; bin bags will be in the kitchen, there is a Henry vacuum in the side room next to the kitchen.

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 stage, walls or woodwork.

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. An accessible

entrance to the main hall is provided and also an accessible toilet. However, there is only staired access to the upstairs area

SAFETY ISSUES

1. Risk assessment

A set of risk assessments for the parish hall 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 extinguishers are positioned around the building - see plan attached.

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. We recommend that groups who use the hall frequently carry out regular fire drills.

Procedure in the event of a fire:

In the event of the alarm sounding you should vacate the building by the FIRE EXIT DOORS which are clearly labelled. (Please note that the fire exit doors, reached from both sides of the stage in the main hall, are to be kept closed at all times except in an emergency, and are for exit only).

ON EXITING, ASSEMBLE ON THE FOOTPATH ON PALATINE AVENUE.

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 hall.

First Aid Boxes

These are located in the reception room next to the toilets and in the upstairs room. With them are Accident Report Books

which must be filled in if an accident occurs to anyone using the Hall in connection with your booking. Other than minor cuts and bruises etc, all damage, accidents or injuries within the boundaries of the Parish Hall 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.

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 Parish Hall if it has not been tested and labelled by a professional electrician within the previous 12 months.***

Personal Belongings

It is expected that all users of the Hall will be responsible for their own property. This includes bags and mobile phones.

Emergencies

If an emergency occurs and the parish office is not open, please ensure that you have your own mobile telephone.

TENURE OF USE

The use of St Paul's Parish Hall 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 Hall 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 Parish Hall 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.
- For details of licensing conditions (public entertainment) see notice board just inside entrance.
- Bookings will only be accepted from persons over 18 years.

BOOKING

If you wish to book facilities at St Paul's Parish Hall, 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 Officer either in person, telephone 01524 843135 or email: office@stpauls-scotforth.org

Please note the following points:

- Further to your booking of St Paul's Parish Hall, the office will contact you immediately prior to your booking to give you access instructions for your event.
- 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 follow 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.

Any agreed use of photocopying or telephone will be charged for at the rates agreed when permission is given.

GENERAL AND EMERGENCY CONTACTS

Whilst every care will be taken to ensure the hall is fit for use, where, due to circumstances beyond the control of the PCC, the

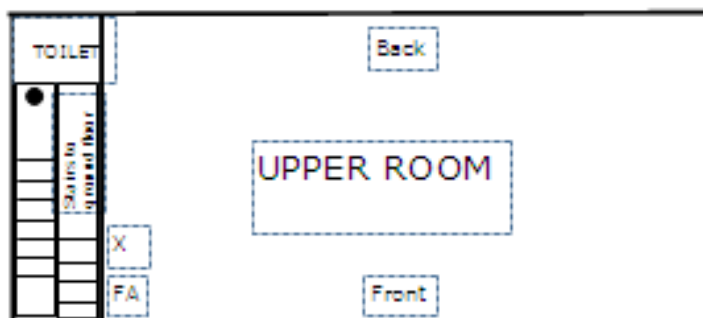
hall could not be available or there is an unexpected loss of heat/light/utilities, the PCC cannot be held responsible for any consequential loss (e.g. cost of hiring another hall) but every effort will be made to identify an alternative booking time/date.

Emergency contact while using the hall

In case of extreme difficulties (e.g. unable to get into the hall), please contact the Hall caretaker, Caryn Wilmott (01524 843559) or Phil Simpson (01524 36578 or 07759860017)

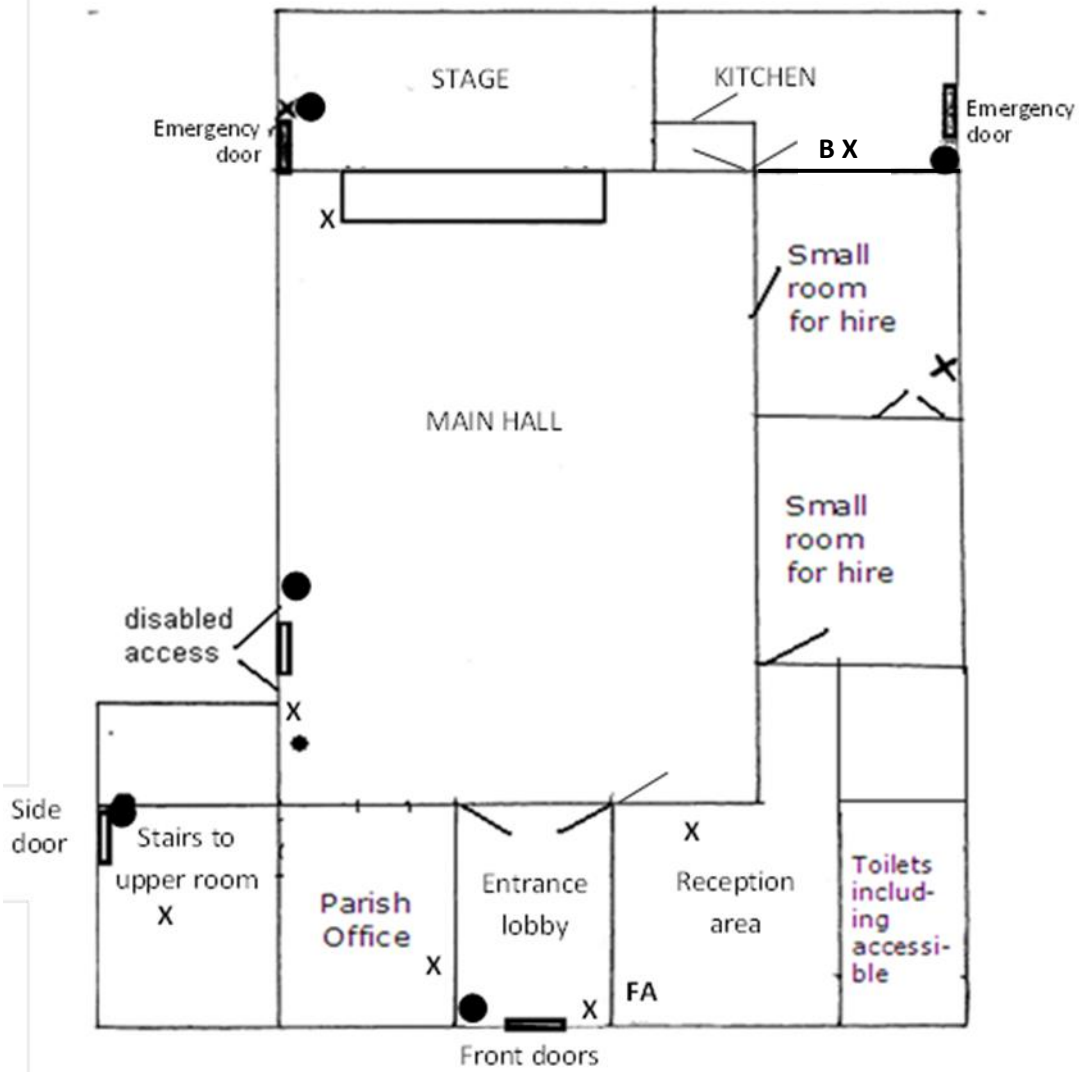
PARISH HALL (UPPER FLOOR) - NOT TO SCALE

FLOOR PLANS




KEY	
X	Fire extinguisher
●	Fire alarm
FA	First Aid Box

PARISH HALL Ground Floor (not to scale)



Key

-  Emergency exits
- X** Fire extinguisher
- Fire Alarm
- B** Fire blanket
- FA** First Aid Box