

## PARISH OF ST JOHN & ST LUKE, CLAY HILL

# BUILDING HIRE RULES

### INTRODUCTION

These rules supplement and amplify the Terms and Conditions on the building booking form. As the signatory of the booking form, **you are committing yourself to the sole responsibility** of managing the facility and applying the rules outlined in this document. You have a duty of care to ensure that all the people who attend your booking, both able-bodied and disabled, are aware of all the implications that affect them.

**It is essential that you familiarise yourself and the people attending your booking with all the measures that have been put in place to ensure the Health and Safety of yourself and that of the people who will attend your booking in the building**

### GENERAL RULES

1. As there are no telephones fitted in the building, you are required to carry a working mobile phone to contact the emergency services or the Building Manager or Vicar if needed.
2. It is illegal to smoke in any part of the building.
3. First aid facilities are provided in the kitchen area of the building and may be used on a self help basis.

### EMERGENCY EVACUATION

1. In the event of a fire, the assembly points for parish buildings are:
  - **St Luke's Church:** The tree at the corner of Phipps Hatch Lane and the pedestrian path next to No 2 Phipps Hatch Lane.
  - **St Luke's Hall:** The corner of Hawthorn Grove and Birkbeck Road
  - **St John's Church and Hall:** The Lych gate.
2. If your booking involves a large group of people eg. concerts or dramatic performances, you must appoint stewards to position themselves next to the exits to facilitate evacuation from the building should the need arise.
3. If any person attending your booking has a disability, you are responsible for ensuring they have sufficient and suitable assistance whilst using the facilities, such as providing extra audible or signed emergency alarm warnings or

assistance through the building doors if an emergency evacuation is required.

4. You must ensure that all people attending your booking are aware of the fire exits and where to meet if the building has to be vacated. In such circumstances, people should leave the building as quickly as possible without stopping to gather belongings. People do not need to go to the Assembly Point.
5. You are responsible for the safety of all people using building and its facilities with you. In the event of an emergency **and only if it is safe to do so**, you should check that all the people attending your booking have safely vacated the building before leaving yourself.
6. After leaving the building yourself, you should report to the Building Manager or Vicar at the Assembly Point that all the people attending your booking have, or have not safely escaped.

### PLEASE CHECK/COMPLETE UPON OPENING:

1. All doors are unbolted.
2. All emergency exits are clear of obstructions
3. Familiarise yourself with the locations of fire fighting appliances.
4. Familiarise yourself with the location of the first aid box.

## **SETTING UP AND USING THE BUILDING:**

1. At no time may any exit or passage to the building be blocked, locked or rendered unusable in any way.
2. Fire extinguishers must not be used except in the event of a fire. You must report use of them to the Building Manager as soon as possible.
3. You must report all personal Injuries and/or any damage sustained to the building, its fittings, equipment and furniture to the Building Manager or Vicar within 24 hours.
4. You must ensure that all equipment brought into the building for your booking is used in accordance with the manufacturer's requirements and recommendations, is in safe and good working order, is used in a safe and proper manner and, where appropriate, has a current Portable Appliance Test (PAT) certificate.
5. You may only bring in and use extra gas and electric heaters or any other items which present an additional fire risk with the permission of the Building Manager or Vicar. If permission is given, you must take all precautions to ensure that they can not introduce additional fire hazards.
6. You must observe all relevant food health and hygiene legislation and regulations if preparing, serving or selling food.
7. No children under the age of 10 are allowed in the kitchen and none under 16 unless supervised by a responsible adult.
8. You may not use ladders unless you have permission from the Building Manager or Vicar.
9. You must lift (and NOT drag) furniture and/or games equipment across floor.

10. No nails, tacks, screws, etc. may be driven into any walls, floors, fittings, furniture or structure, or adhesive substances, blue tack, sellotape, velcro, gummed paper etc. used on them.
11. No decorations, notices or flags etc may be fixed to the interior or exterior of the building without permission from the Building Manager or Vicar.
12. You must ensure that no cleaning products, such as bleach or descaler are brought into the building. Only the supplied hand cleaners and washing up liquid are permitted for use without the permission of the Building Manager or Vicar
13. You must ensure that noise is kept to a minimum and all activities organised with consideration to local residents. People should leave the building quietly and with respect for neighbours.

## **PLEASE CHECK/COMPLETE BEFORE CLOSING:**

1. All gas and electrical appliances including heaters, tea urn, cookers and kettles (but not fridges) switched off before leaving the building.
2. All perishable food removed from the building.
3. All used crockery, cutlery, glasses, utensils, etc. are washed and dried after use and returned to the correct storage location in a clean condition.
4. All chairs and tables cleaned and stacked in their correct storage location
5. All rooms left clean and tidy after use and the building and surrounding area left as it was found in a clean and tidy condition, properly locked and secured.

6. All refuse, and materials and equipment brought into the building for the hire, removed and not left in or outside the building.
7. All lights switched off.
8. KEYS RETURNED TO BUILDING MANAGER OR VICAR

**IN EMERGENCY,  
PLEASE CONTACT**

**MR IAN BUSWELL:**

**Tel. 020 8367 0795**