

ST. ANDREW'S UNITED REFORMED CHURCH FACILITIES, SHEFFIELD INFORMATION AND CONDITIONS OF HIRE

Bookings

(1) Applications for hire of facilities are to be made by telephone or e-mail to the Room Hire Co-ordinator, Prof. Ian Cooke, at 0114 262 0718 or i.d.cooke@sheffield.ac.uk

(2) Arrangements are made by e-mail each quarter for regular bookings (Jan-March, April-June, July-Sept, Oct-Dec, all inclusive). A template for bookings for the next 3 months for rooms, days and times will be sent about 2 weeks before the end of the quarter and is to be returned before the end of the quarter so that arrangements can be co-ordinated. About two weeks after the start of the quarter, an account will be sent electronically to regular users for the preceding quarter, thus paying a quarter in arrears. Payment by bank transfer are preferred, the bank details being included on the electronic account. Alternatively, payment can be made by cheque to the Room Hire Co-ordinator or the Treasurer, the addresses being on the account, and made out to "St Andrew's United Reformed Church".

(3) For single event use, the fee will be determined at the time the arrangement is made and can be paid by cheque, cash or bank transfer or at the time the key is collected, usually during the week before the event at a mutually convenient time. On that occasion the opportunity will be taken to familiarise the user with safety features, the fire alarm system, the security system and any cooking/refreshment facilities required. A receipt in acknowledgement can be issued electronically if requested. At the conclusion of the event, for single event users, after locking the door, the key/s must be returned by putting them into the locked letterbox in the door through which access to the building has been gained. For regular users key/s can be issued on a refundable payment of £12.

(4) All groups should undertake a risk management assessment of their activities in the church facilities. A list of criteria is given together with a worked example on the church website at <https://standrewsurcsheffield.org.uk/wp-content/uploads/2020/02/Conditions-of-Hire-10.2.20-.pdf> . The person booking the event should be able to send a copy of the assessment to the Room Hire Co-ordinator on request.

(5) The heating will be set a week in advance during cold weather, so any changes in booking need to be advised well in advance. Sometimes the heating is not optimal; if that occurs, please do not alter the thermostat or the boiler controls, otherwise it distorts the planned programme for others and incurs charges from plumbers to correct the changes in the thermostats or programming. If there is a problem, please enter the comment in the red book on top of the lobby pigeonholes (Praise and Grumble/incident book) or e-mail or telephone the Room Hire Co-ordinator or the Administrator (07944 531073).

(6) If you wish to use the organ or piano please inform the Room Hire Co-ordinator, so that appropriate arrangements can be made about access. The piano should be used by those who know how to play; it should not be used by children simply to make a noise. Please do not touch the organ console, move it or unplug it or touch the surrounding switches.

Keys

(7) The key/s are obtained from the Room Hire Co-ordinator or Administrator and must be returned at the conclusion of the event or series of events as described in 3) above.

Responsibilities

(8) The person making the booking is presumed to be the hirer or, when a booking is made on behalf of an organisation, that organisation is presumed to be the hirer and is jointly responsible with the person making the booking.

(9) The hirer is responsible for the personal conduct of his/her party at all times while on church premises. The times booked should be observed. If earlier entry is desired, to decorate or to prepare food, then advance enquiry must be made to ensure that the earlier time of entry does not impinge on an earlier user. Similarly, the time of completion should be observed so as not to compromise the starting time of a subsequent user. If extended times are required, this should be discussed at initial booking.

(10) The hirer should have Public Liability Insurance for events of more than a small number of persons, and must be able produce that certificate on demand. In general, our public liability insurance only covers events organised by the church.

(11) Evening functions should finish at 11.30pm, so tidying up can be completed and the premises vacated quietly so as not to cause nuisance to adjacent residents. Tables are stored in the central cupboard at the back of the hall, secured by a digital lock. The combination should be obtained from the Room Hire Co-ordinator. The cupboard is secured to prevent children entering the cupboard and users should keep the cupboard secure so as to prevent such access. After use, the table legs should be folded and the tables stacked and secured in the cupboard in their original position and chairs should also be stacked in their original position in the cupboard with not more than six in a stack and none left in the hall. If specific numbers of chairs are required for an event, this should be notified in advance to the Room Hire Co-ordinator. Relevant keys or combination should be arranged at the time of booking.

(12) The church is available for functions. If musical instruments have spikes, they should be stood on a carpet to prevent damage to the floor. If the drums are played they should be returned to, and left tidily in, the corner. Those in the corner of the church belong to the Jesus for All Nations church, not to St Andrew's. There should be no eating in the church unless this has previously been arranged with the Room Hire Co-ordinator. The chancel (the raised area around the choir stalls) and pulpit are out of bounds to all users.

(13) The room/s used should be cleaned after the event and all furniture replaced as it was before the event. Photographs showing room layouts are displayed in the respective rooms. Cleaning equipment is available in the sluice room, off the kitchen. There are brooms and mops labelled for specific areas. Cleaning fluid is on the shelf above the sink in the sluice room. If the cookers are used, they should be cleaned appropriately, particularly the hobs. You may use the church crockery, glasses and cutlery. If you wish to use the dishwasher, please turn it on at the beginning of your session to ensure that it is ready in time. You must wait until the dishwasher cycle has finished and return the washed crockery etc to its correct cupboards. If you need more pans or glasses than are available, please ask, as we have more stored elsewhere. If tea towels are to be used, it would be best to bring your own. If the kitchen ones are used, they should be washed and returned as soon as possible. For large events such as parties or weddings a deposit of £40 may be required to ensure that adequate cleaning has been carried out. Failure to leave the venue clean and tidy will result in forfeit of the deposit to enable adequate cleaning to be effected. No confetti, fireworks or open flames should be used.

Dishwasher instructions:

1. The first users each day should switch on the machine by holding the switch down till the red button shows. This then activates the machine and will take 45 mins before it is available for use.
2. Load dishes and choose the programme; the cycle is very quick.
3. If you are the final user of the machine for that day you must press the switch to start the overnight cleaning. Just press and leave. There is no need for users to fill with any cleaning liquid as this is done by the staff.

(14) A strict no smoking rule applies throughout the church premises.

(15) There shall be no misuse of alcohol or drugs on the Church premises. Although alcohol may be consumed on the premises it may not be sold unless a licence has been obtained from Sheffield City Council for a fee of £37. Obtaining a licence requires 10 clear working days. Details of the application can be found at: <https://www.sheffield.gov.uk/home/business/licences-permits-registrations/personal-licences> The licence should be available for inspection at the event.

(16) The hirer must not use additional lighting, portable electrical equipment or extension cabling, unless the equipment has had a Portable Appliance Test (PAT) by a competent person within the last 12 months and labelled as such with details of the owner and the date of PAT testing. Any equipment stored on the premises by regular users will be tested each January and must be similarly labelled. Each group must make its equipment available on the specified day as arranged by the Administrator, Father Tesfa Teferi, who should be contacted to make that arrangement. A fee of £1 is charged by the testing company for each item of equipment checked. A dated certifying label is then applied to each item.

(17) The hirer must not fix cabling or appliances, nails, tacks, screws, sticky tape or Blu-tack to the fabric of the building in any room without the consent of the Room Hire Co-ordinator.

(18) The driveway or back yard of the property next door, 80 Upper Hanover Street, to park or unload goods are no longer available, as it is now a private, gated residence. The wall gate has been removed. An alternative, a ramp for the disabled is now available.

Kitchen

(19) If the kitchen is used, food hygiene must always be upheld and all food must be removed from the refrigerator in the garden room and from the premises at the end of the hire period. You may store food in the kitchen fridge during your session. The storage of any non-perishable food must be discussed with the Administrator. A First Aid box is in the kitchen and accidents should be recorded in the accompanying book. If windows are opened, please check they are closed when you leave. All doors in the building should be closed. NO doors should be wedged open as they are fire doors.

(20) The hirer/user of the kitchen must be at least 16 years of age, and must always obey the kitchen rules, as displayed there.

(21) As there is limited rubbish bin capacity, the BLACK bins are only emptied every fortnight and the brown and Blue bins are emptied every month, users should remove all rubbish, particularly unused food and disposable containers. If you opt to use disposable plates etc then you must take them away with you. Black bags are available under the sink in the kitchen. Filled bags should be removed by users and not left beside the bins, as they will not be removed by Veolia, the waste disposal company. The lids of the bins must always be closed, for the same reason. Do not break up large wooden, cardboard or plastic containers and place them in the bins. A blue sharps bin is kept in the pale blue cupboard in the committee room.

Security

(22) The hirer must be responsible for the security of the premises while they are present, including keeping the outside door to the lobby locked. It is a fire exit door and is readily opened from the inside using the handle. In the past security has been compromised by outsiders entering and taking belongings or hiding in the building. The hall fire escape door and the door at the end of the long corridor alongside the stairs are both alarmed and should not be opened except in an emergency. The code is available from the Room Hire Co-ordinator. A CCTV system is in use and activities are recorded, but only viewed when an issue arises.

(23) The hirer must acquaint him/herself with the Fire and Emergency Instructions, as displayed in the Hall lobby with fire extinguisher positions and the location of the evacuation assembly point, and ensure that the fire exits remain unobstructed. The fire extinguishers must not be moved.

(24) The hirer must appoint a number of stewards for any event on the basis of the rooms' maximum occupancy:

Room	Maximum number of persons	Stewards
Church	200	4
Hall	100	2
Kitchen (when used for cooking)	10	1
Committee room	15	1
Garden room	15	1

(25) The hirer must, at the beginning of each hire session, instruct the stewards and users about the location of the emergency exits, the position of the fire extinguishers, the location of the assembly point and the general outline of the emergency procedures, as in the Fire and Emergency Procedure Instructions, which are in the Hall lobby on top of the pigeonholes adjacent to the control panel for the fire alarm system. Users should make themselves familiar with the system as described in the adjacent laminated document linked to the large red plastic key for controlling the alarm. Regular users should hold a fire alarm drill every 6 months and document this in the red book on top of the pigeonholes.

After use

(26) The hirer must lock the premises securely after use as demonstrated at the time of hiring. The toilets have movement activated lights, as have the rear stairs to the balcony; the hirer must see that all other lights are switched off. Adjacent to the inside of the side door on the southeast corner of the church building there is a dual switch controlling the light above that external door and another switch outside the vestry door which controls the righthand column of lights, as seen from the pulpit door.

When standing facing the inside of the hall lobby facing the external door, there is also a dual switch immediately to the right of the door. The right hand one controls the corridor light and the one on the left controls the two external lights, one above the hall door and the other at the front corner of the building. As you leave the hall door after locking it, you will see a rocker switch at the base of the front buttress. That switch is at shoulder height and will turn off the two external lights. There is a higher, motion-activated light, which cannot be switched off, but turns off automatically after a short period in the absence of activity.

Safeguarding

(27) Safeguarding now includes data protection issues, so in addition to being aware of the need to protect children and vulnerable adults, in view of the extensive publication of images on social media, it is essential for the function organiser/person taking the photograph to ensure that the photograph does not include anyone who does not want themselves or a family member photographed.

Complaints

(28) Any complaint should be recorded in the red book on top of the lobby pigeonholes, so that it can be further considered. A satisfaction survey is distributed to all users at intervals and feedback would be appreciated.

(29) The Church is not responsible for the theft, loss or damage of any property brought onto the premises by the hirer or any other person.

(30) Any items left lying around will be removed and discarded after a fortnight.

Please let the Room Hire Co-ordinator know of any problems. Thank you for your interest and activity.

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