



## Rules and Regulations for the Hirers of the Church of our Saviour Chelmer Village

The following is a list of rules and regulations issued by the Joint Management Committee of the Church of our Saviour. These rules have been issued to ensure that all users of the hall and facilities can enjoy a safe and happy time.

Do not leave any doors wedged open. The wedges are provided as a temporary measure while tables etc are being moved from one room to another. In the event of a fire these doors need to be closed to stop a fire spreading quickly.

Whenever the building is occupied the two main exit doors must be unlocked. This will allow easy evacuation of the building in the event of fire.

Hirers must familiarise themselves with the location and use of all fire extinguishers and fire blankets that are provided for use in the event of a fire. Hirers must also have an evacuation plan and it is advised that fire drills are regularly carried out.

Any portable mains powered electrical equipment used on the premises must carry a current PAT safety tested label.

There is a TOTAL SMOKING BAN within the building and the immediate surrounding area outside.

The hall, kitchen and toilets are to be left clean and tidy and ready to be used by other groups coming after you. There are brooms, dustpans and a mop for spillages in the cupboard to the right of the kitchen door.

The use of skateboards, rollerblades, scooters etc that may cause damage to the fabric of the building is not allowed anywhere on the premises.

All rubbish generated by your group must be removed and either placed in the Church Wheelie bin or taken away for disposal.

All accidents, incidents or defects including breakages must be reported by filling in the "Accidents/incidents/defects" report book which is located in the kitchen attached to the wall. Please ensure that you fill in the report immediately after any accident or incident.

All chairs should be returned to the periphery of the hall and tables returned to the cupboard to the right hand side of the kitchen door.

When leaving the building please ensure that all lights in all rooms are switched off, that no electrical appliances are switched on and that no taps have been left running.

Please inform the booking secretary if you are not using the hall when you have a regular weekly or fortnightly booking arranged with us. This will allow us to ensure that the building is not left unlocked unnecessarily.

The Church of our Saviour Health and Safety Policy is located with the Accident, Incident and defects book in the kitchen. It should be read and it's policies followed by all hirers of the premises.

I fully understand the Rules and Regulations for hirers of the Church of our Saviour and will follow them each time I use the building:

Organisation: \_\_\_\_\_

Leader: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Church copy: Please sign and return this copy of the form to Anne Maynard.**

Notice to Hirers 10.07.09



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Leader: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Hirers copy: Please retain this copy of the form for your own information.**

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