

# **St Michael's Church, Tadley & St Oswald's Church, Burghfield Common**

**THE LEONARD ROOMS IN ST OSWALD'S CHURCH HALL  
BURGHFIELD COMMON**

## **IMPORTANT INFORMATION FOR THOSE USING THE HALL**

### **CONTACTS**

**Parish Secretary:** Tel: 01189814572 E-mail address:  
[tadley@portsmoutdiocese.org.uk](mailto:tadley@portsmoutdiocese.org.uk)

### **MISSION**

These facilities are maintained by the local Catholic community in support of its Mission to Burghfield Common and surrounding areas.

### **WELCOME**

We are happy that you are considering using these facilities for your event. These facilities are available for parish, parishioner, and non-parishioner activities that are consistent with the Mission and values Catholic Church.

In order for your event run smoothly, the following guidance and procedures are in place.

### **GUIDANCE / PROCEDURES FOR USERS OF THE LEONARD ROOMS.**

This information can also be found on our Parish website; [www.stmandsto.org.uk](http://www.stmandsto.org.uk)

### **KEYS**

Organizations making Regular Weekly or Monthly Bookings, at discounted rates, will be provided with their own Hall Key for the duration of their Bookings.

One Off or Irregular Bookings will be required to collect and return a Hall Key via one of our 'Key Holders' living in Burghfield Common, within 12 hours of the start and finish of their booking.

Key holder contact details can be obtained from the parish secretary.

### **SECURITY**

The named individual hiring the hall or authorized by an organization hiring the hall will be asked to sign for and be held personally responsible for the security of the key from the collect, until the return of the Key to the Key Holder. They will also be held responsible for the security of the hall whilst they are using it.

## **FIRE SAFETY**

Users of the hall must familiarise themselves with the Fire Risk Assessment and Fire Regulation in the 'Conditions of Hire', both documents can be found in the document holder in the lobby of the Hall. They should be familiar with the location of Fire Alarms, Fire Extinguishers, Fire Exits and Evacuation Points.

Fire Extinguishers must not be moved from their allotted locations unless used to fight a fire

The Hall is limited to 80 people sitting and 120 standing. Fire exits and escape routes must not be obstructed.

Fire Doors must be kept closed to prevent the spread of fire, and can only be wedged open to allow the transit of heavy items such as tables and chairs and closed again immediately after.

The User must appoint someone to check everyone is out of the building once the Fire Alarm has gone off, especially the toilets.

The Fire Control Panel is located immediately inside the lobby of the hall on the right-hand side.

The Key to access the Control Box and the Key to turn off the alarm is located in a key safe to the right of the Fire Control Panel. The 4-digit code to open the Key Safe is 9999 and should only be accessed in an emergency. The Keys should be returned immediately the emergency is over.

Users should check before the start of their session that Fire Exits are not locked, Escape routes are clear, Fire doors are not wedged open, and there are no obvious Fire hazards that could affect the premises.

We strongly recommend, Users start each session with a reminder of what people should do in the event of a fire.

## **FIRST AID**

The First Aid Box is located on the wall, on the right-hand side of the door, as you enter the lobby of the hall.

Please record all incidents in the First Aid Book, with time, date and contact details of the injured person. Then if serious please inform the Parish Office, Telephone 011898145572 or e-mail. [tadley@portsmouthdiocese.org.uk](mailto:tadley@portsmouthdiocese.org.uk)

It would also be helpful if you could record items used from the First Aid Box so as to assist in its replenishment..

## **HEALTH & SAFETY**

Users must familiarise themselves with the Hall's Health & Safety Risk Assessment and stipulations in the 'Conditions of Hire'. Both documents can be found in the document holder in the lobby of the of the Hall.

Users are also expected to have completed their own Risk Assessment of their activities, a copy of which should be e-mailed to the Parish Office [tadley@portsmouthdiocese.org.uk](mailto:tadley@portsmouthdiocese.org.uk) 14 Days in advance of the Hire date.

One Risk Assessment for regular activities is sufficient as long as the circumstances do not change, in which case the users Risk Assessment will need to be updated, with the new details sent to the Parish office as well.

Any new hazard (e.g. damaged carpet, or faulty plug) should be reported to the parish secretary as soon as possible and in any event no later than the next working day. The hazard must also be recorded in the Maintenance Book.

## **SAFEGUARDING**

The User shall make themselves aware of the Safeguarding requirements as set out in the 'Conditions of Hire'.

## **HEATING**

The Hall is heated by Gaz and is controlled via the boiler in the Kitchen. Users are not permitted to over-ride the controls which will be pre-set to reflect the needs of Users as reflected by the duration of their booking.

## **LIGHTING**

The external lights will be pre-set to reflect the bookings and when it begins to get dark. If for any reason a fuse is tripped it can be reset via the fuse box in the kitchen.

## **USE OF TV MONITOR AND CD PLAYER**

There is a TV Monitor and CD player (that can be linked to a laptop) for Slide Shows, PowerPoint Presentations and DVDs etc. However, the Hall does not have a licence or aerial for live broadcasts, or a telephone or Wi-Fi link at present. Please speak to the parish secretary about your needs. There will be an additional charge (See Use of Parish crockery/Donations).

## **CURTAINS**

Users are asked to leave all curtain open and tied back after use.

## **WINDOWS & DOORS**

Users are asked to ensure all windows and doors are closed when they leave.

## **MAINTENANCE BOOK**

There is a Maintenance Book for the Leonard Rooms which is kept in the document holder in the lobby of the Hall. Please use it to record any maintenance issues you encounter (e.g. light bulbs that need changing, toilets not flushing, etc.) together with the time and date you recorded it.

The Maintenance Book will be examined for new entries every Sunday morning and action ed during the following week.

## **BREAKAGES AND SPILLAGES**

Breakages and spillages that damage the contents of the hall or its fittings must be reported at the end of the session to the parish secretary (see Contacts) Breakages will be charged at replacement cost, and spillages at the cost of cleaning, (carpets, curtains etc.).

## **STORAGE FACILITIES**

Storage facilities may be available, but there will be additional costs dependent on the amount of storage space required and its duration. (refer to donations for storage). It is the responsibility of use to either remove everything they have brought to the premises after their booking or secured it, out of sight, in their allocated storage facility.

## **FOOD BANK**

The Hall is also the home of the local Food Bank and you might find Food Bank Volunteers

coming and going in the lobby area during a licensee's session. But they are asked to respect your booking and not be intrusive.

## **TOILETS**

It is the responsibility of Users to ensure the toilets remain clean and usable. They need to be checked from time to time during the duration of the session as the User believes to be appropriate. Cleaning material and spare toilet rolls can be found under the sink unit in the kitchen. if it is felt that stocks need to be replenished please record the details in the maintenance book. There are changing facilities for babies in the ladies/disable toilet. We ask all Users to ensure they inform those attending their sessions to place sanity towels and disposable nappies in the container provide and under no circumstance to flush them down the toilets.

## **NOTICE BOARDS**

Users may not put up or remove notices and displays from the parish community's notices boards.

## **MUSIC**

If a user wishes to play live or recorded music they will need to have a Music Licence, a photo copy of which will need to be sent with your booking request to the Parish secretary (See contacts). Alternatively, a user could ask to be covered under the music licenses held by the Parish (See under Music Licence Donations).

## **THE PIANO**

Users are free to play the piano in the hall provided they have the correct licencing agreements in place

## **ALCOHOL**

If a User wishes to serve alcohol at a booking they are responsible for obtaining a license well in advance of the proposed date and must forward a copy of their licence to the Parish Secretary 14 days in advance of the booking. Failure to do so will not permit alcohol on the premises.

## **PARTITIONING OF THE HALL**

If a user wishes to divide the main hall in two they should liaise, in advance of the booking, with the parish secretary to arrange for a key holder to show them how the hall partitioning works.

## **TABLES AND CHAIRS**

Non-collapsible tables should be left where they are found after use. All collapsible tables should be returned to the store room, to the left of the entrance in the hall lobby. Heavy chairs, and those with arms, should be stacked no more than three chairs high, and the lighter chairs no more than four chairs high, between (and not in front of) the radiators around the side of the hall

## **KITCHEN**

The kitchen must be left clean following the event. If the kitchen is left in unsatisfactory condition, the deposit will be forfeited. Tea towels etc. must not be left draped over hot radiators.

## **USE OF CUTLERY, CROCKERY AND GLASSES**

Cutlery, Crockery and Glasses may be requested for use related to your booking, but there will be an additional charge (See Use of Parish crockery/Donations). All must be washed, dried and put away after use.

## **HANDLING FOOD ON THE PREMISES**

All the licensee's food must be removed from the premises (including refrigerator and freezer items) at the end of the event or alternative prior arrangements must be made via the bookings manager for dispersal/disposal. It is the responsibility of the Licensees to make these arrangements. You may contact The Bookings Manager to arrange for after hour and weekend pick up of large quantities of food. Food items must be labelled and put in the refrigerator or freezer with the organization's name and date. There is an additional fee for use of the kitchen facilities to warm or store food.

## **INSTRUCTIONS FOR USE OF KITCHEN & HALL APPLIANCES**

Instructions for the dishwasher, waste disposal unit, coffee percolator, oven, hob, microwave, hostess trolley or TV monitor, CD player etc. are in the documents holder in the lobby. Please return them to the holder after use. Please ensure the oven and hob are switched off when not in use. The switch is located on the wall behind the hob.

## **DISPOSAL OF WASTE**

Licensees are responsible for removing all their waste (especially food waste) from the facility in black polythene rubbish sacks, available under the sink unit in the Kitchen

## **CATERING COMPANIES**

Arrangements must be made with the parish secretary for times of deliveries and pick-ups. These times should be as close to the beginning and end of the event as possible. A representative from the event **MUST** be available to receive and sign for the rented items. We are **NOT** responsible for receiving of rented items. These times should never coincide with any other planned event in the hall or kitchen

The parish secretary will indicate where the catering equipment can be stored prior to and after the event. The parish community is not responsible for any damage or theft of any of these items.

## **PLEASE USE THIS PAGE AS A CHECK LIST WHEN VACATING FACILITIES**

- All dishes, glassware, linens, etc. must be removed and tables wiped clean.
- Any rented items must be picked up no later than the following business day and must be coordinated with the bookings manager

- Heat set at appropriate settings (temperature ? degrees in winter months and ? degrees in summer months).
- Lights should be turned off in parish hall, kitchen and bathrooms, hallways, or any room that is used.
- All ovens and exhaust fan turned off
- Dishwasher turned off
- Coffee pots cleaned out and turned off. You must provide your own coffee.
- All counters cleaned.
- Floors cleaned
- Stainless steel wiped clean and dried
- Disposal empty
- Rubbish removed
- Dirty dish clothes and towels in dirty clothes basket?
- All food removed
- Turn off lights
- Keys need to be returned immediately following one-off events