

Guidance notes for users of St Alfege Church Hall

Welcome to St Alfege Church Hall. Thank you for choosing to book our hall and we hope you have an enjoyable event

General:

- This is a church building. Please be sensitive to the fact that there may be other church events, services or meetings going on at the same time
- No smoking is allowed in the halls
- Please note all the location of the fire exits and firefighting equipment on arrival
- Please be security minded. Look after your valuables

Main hall

If you have booked the Mainhall, please enter via the foyer in liaison with the hall caretakers. There are several small tables as well as adult trestle tables (x16) and chairs you can use. If you use the large tables, please ensure that you safely put them back where they were found. Please also ensure that you do not block the fire exits with any tables or chairs. You may use the kitchen, which includes some crockery, water boiler and kettle, cooker, microwave oven, fridge/freezer, and tea towels. We prefer that stiletto heels are not worn in the hall as they damage the parquet flooring. Soft shoes are to be worn for activity games.

Fridge

Please do not leave leftover food or drink in the fridge. Other people do not use it.

Heating

The heating is on an automatic timer and cannot be adjusted.

Clearing up and breakages

Please leave the hall clean and tidy and generally as you would wish to find it. Our hall is very popular and although cleaned daily, there may be another booking straight after you. Cleaning materials including a dustpan and brush may be found in the kitchen area. Please turn off any lights you have put on and make sure that all the doors are shut. Please report any breakages to the Hall Caretakers.

Your rubbish and foxes

Please **DO NOT** leave your rubbish next to the bins, but take it home with you. Two black bin liners are provided, but you will need to bring more if you think this is not sufficient. If rubbish is left out, it is torn to shreds by the local foxes and then distributed around the grounds which is unpleasant for everyone.

Please also take down any balloons or streamers: - we often have evening meetings where these decorations are not appropriate.

Car parking

The church yard is looked after by Ace Security and those cars without a permit will be ticketed. There is limited space for hall users however up to two permits may be giving per booking and these will be issued by the hall caretaker on arrival.

Security

Please look after your valuables. We have a lot of "passing traffic" and unfortunately there have been incidences of theft on the premises while private events have been going on.

St Alfege Church Health and Safety Issues for hall hirers

It is vital that everyone who hires St Alfege Church Hall organises their activities in a safe and responsible manner

No smoking Policy

There is a strict no smoking policy at St Alfege Church Hall

Emergency procedures

If there were an emergency, it is vital that everyone is able to exit quickly and safely wherever they are in the hall. As a hirer, it is your responsibility to manage your group to ensure that everyone is safe. Please ensure that as the group organiser, you know where the emergency exits are and that you do not block them in any way with chairs or tables. Our designated Meeting Point is on the green between the hall and the church. Please make sure you know where all the fire extinguishers and fire blankets are and what they can be used for. These are inspected every year to ensure they are fit for purpose.

If your attendees bring buggies and pushchairs to the hall, please ask parents and carers to park them in a responsible manner, not blocking exits.

There is a First Aid Kit in the kitchen.

Safeguarding Children and Young People and Safeguarding Vulnerable Adults

St Alfege Church has a Safeguarding Children and Young People policy and a Safeguarding Vulnerable Adults policy in line with the Diocese of Southwark and Home Office guidelines. You are required to adhere to these by completing a safeguarding form, supplying relevant information and following the guidelines below:

- Activities should be run with a least two adults present (if their parent or carer is not present), at least one of whom should be DBS checked (Disclosure and Barring Service)
- Keep an up to date address list of attendees and record relevant medical details including allergies
- For regular group activities, have your Safeguarding Children & Young People policy available for inspection

Cleaning and clearing up

The hall is cleaned every day and the floors swept and spot-washed. Our hall is well used during the day and in the evenings, so please remember that another group may be meeting, or church event held, after you. With this in mind, please ensure that if you have had a "messy" activity, you sweep the floor afterwards and leave the hall as you found it. It is particularly important that you put away all the chairs and tables in their right place as the group that meets after you may not appreciate things being left out. Secondly, we have had a lot of problems and considerable extra expense with blocked toilets due to inappropriate things being put down them. Please remind your attendees to only put toilet paper down the toilets and use the big flip top bin for anything else, including the hand towels, nappy wipes etc.

Finally, before you leave, could we ask you as group organiser, to:

- Check that the toilets have been left in good order
- Shut and close the doors
- Turn off any lights and any kitchen appliances