



THE UNITED CHURCH, WINCHESTER

Registered Charity Number: 1135083



TERMS AND CONDITIONS FOR USERS OF THE CHURCH PREMISES

TIMING:

Please allow a period for preparation and clearing up within your booking time. Please keep to the agreed times. Overstays may cause disruption to other planned activities in the building. Extra time spent through oversight or forgetfulness will be charged.

CHURCH KEY: You will require a key if you are hiring our premises outside our weekly opening times, Monday to Friday 10 am – 2 pm and Saturday 10 am – 12 noon.

- A Church Key should be collected, and signed for, from the Church office (10 am to 2 pm, Monday to Friday) on the morning of all afternoon and evening bookings. For Saturday bookings, please collect a key on the previous Friday morning.
- The person signing for the key is responsible for its safe return and the security of the church during the event.

TO ENTER - *information for person responsible for opening-up and locking-up*

- Enter (and exit at the end of your event) via the **SINGLE FRONT DOOR** (left of the double doors as you face the building).
- **This single front door locks automatically so please DO NOT wedge it open under any circumstance.**

EXTERNAL DOORS:

It is the responsibility of the person or group hiring the church building, or any part of it, to ensure that someone is present at all external doors while they are unlocked. **Under no circumstances (other than in an emergency) should any external doors be left unattended when unlocked, even if other users are in the building.**

WHICH EXTERNAL DOOR(S) TO USE DURING YOUR EVENT/MEETING:

- **SMALL GROUPS:** we recommend you use the **SINGLE FRONT DOOR** to let people in and out of the building. This single front door locks automatically so please **DO NOT** wedge it open under any circumstance.
- **TEN OR MORE PEOPLE:** we recommend using the front **AUTOMATIC DOUBLE DOORS** as follows:
 - a. **FIRST UNLOCK** the automatic double doors by **turning the two twist-locks**
 - b. **TURN THE SWITCH** on the wall in the foyer (below the light switches) to 'AUTO'.
 - c. **SECURING THE BUILDING DURING YOUR EVENT:** Unless you have someone supervising the doors throughout your event, we recommend **the front automatic doors be left unlocked but switched to the OFF position in order to provide a swifter means of escape in an emergency.**

DOOR BELLS

There are door bells located at the front, left-hand, single door and the back door. **A portable receiver** can be taken into the meeting room so that the bell and/or flashing light can alert you of latecomers. This can be collected from (and returned to) the ledge by the Church Office.

SIGNS:

- If you use the hall when the Church Coffee Bar is open it is necessary to provide three signs directing people along the corridor to the event.
- The Coffee Bar is open Monday to Friday 10 am to 2 pm, and Saturdays 10 am to 12 noon.

OFFLOADING:

During the day it is advisable to use hazard-warning lights and unload at the Jewry Street entrance. The police will not allow deliveries before 9.30 am. It is possible to unload at the rear door to the Church via Staple Gardens, but parked cars may be clamped.

PARKING:

It is not permitted for users of the Church premises to park in The United Church reserved parking places at the rear of the Church.

FIRE ESCAPE ROUTES – SEE PAGE 4

In such a large complex as The United Church premises it is important to be aware of

- **the procedures relating to fire and emergencies** (see page 4) and to familiarise yourself with the location of the
- **fire exits and fire escape routes** (see page 4)
- **fire alarm call points/buttons.**

HEALTH & SAFETY:

Each hirer shall nominate one of their organising team who is present on the premises to be a point of contact for health and safety issues (the H&SPC). The H&SPC may be the organiser.

The H&SPC shall coordinate with other groups undertaking activities within the premises to ensure that the safety of each is not significantly affected by the others and that appropriate measures are taken to ensure that this is the case.

Where two or more groups, hirers or church groups, are on the premises, each shall make their own decision as to whether their activity can proceed safely. In the event of deciding otherwise the H&SPC or delegate shall inform the other H&SPCs whose activities may be affected by the same issue.

The maximum number of people permitted on the premises is 300, only 200 are permitted on the lower floor

- **the Sanctuary (upstairs) has seating for 250 people.** A seating plan is available.

If multiple groups are booked to use the premises then each booking will identify the maximum number permitted under that booking such that this total is not exceeded. Hirers shall ensure that they do not exceed their allocated number of people.

The H&SPC or delegate shall ensure that:

- **All doors on fire escape routes can be opened quickly and easily;**
- **All fire escape routes inside the building and outside the building** are clear of obstructions, potential fuel or ignition sources (other than fixed furniture such as carpet, handrails and paint on the walls and tables and chairs in the coffee bar and coffee bar lounge);
- Tables and chairs in the coffee bar and coffee bar lounge leave a gangway from the hall to the front door of at least 1.05 metres in width;
- Chairs in the church, hall or other rooms that may be occupied or passed to reach a gangway:
 - Are provided with a clear space in front of them of at least 305mm;
 - No such chair is more than seven (including itself) chairs from a gangway of at least 1.05 metres in width;
 - Are connected in lengths of at least four (or the row length where shorter) and not more than twelve using the clips mounted on the chairs;
 - The above distances are not diminished below the figures given by projections;

USING YOUR OWN PORTABLE ELECTRICAL EQUIPMENT IN THE UNITED CHURCH

Please note: We require that any portable electrical equipment used in our premises has a valid PAT test (Portable Appliance Test) label affixed to it indicating it has passed an Electrical Safety Test. Please contact us if you require further information on 01962 849559.

LIABILITY FOR DAMAGE

The hirer accepts that The United Church cannot be held responsible for loss, damage or injuries sustained at the Church if associated or connected in any way with the event or control of the event to which this hire relates.

Furthermore the hirer agrees to indemnify The United Church in respect of any damage occasioned to property arising out of the negligence of the hirer and or their invitees.

Damage of any kind must be reported to the Church Office (01962 849559).

WHEN LEAVING:

1. Clean room/s used as appropriate, using equipment found in the cleaning cupboard, and leave all furniture tidy.
2. If the kitchen has been used check that kettles are emptied, the boiler is switched off and the dish washer drained.
3. **All rubbish and/or food waste must be taken off our premises.** Please do not use our bins as these bins are stored within our building and are emptied only once per fortnight.
4. **All interior doors must be closed, as many of them are fire doors.**
5. **All lights must be turned off.**
6. **Check that the rear door of the church is locked** (NB it locks automatically when closed)
7. **If the front automatic double doors have been used** – please follow a. and b. below once those attending your event have left the building:
 - a. **turn the switch to 'off'** and then
 - b. **lock the doors by turning the twist-locks** (*serious damage may be done to the doors if this procedure is not followed*).
8. **Let yourself out of the front single door.** This door locks automatically when closed.

USE OF ALCOHOL ON PREMISES

Alcohol may not be used on the premises without the prior consent of the Church Council. It will be limited to the serving of wine only, and subject to legal and other requirements. An application form with detailed conditions is available from the Church Office.

ADVICE REGARDING THE HOLDING OF RAFFLES OR SMALL LOTTERIES.

The United Church follows the recommendation agreed by the Methodist Church. Raffles may be held at fundraising functions, usually for donated prizes, and subject to the following rules:

1. The only expenses that can be deducted in connection with the lottery are those of printing the tickets, and of purchasing prizes.
2. The sum expended on prizes must not exceed £50.
3. None of the prizes may be cash prizes.

IF YOU DISCOVER A FIRE:

- RAISE THE ALARM** - there are glass panelled fire alarm buttons in strategic places around the building (eg entrances and exits).
- TELEPHONE THE EMERGENCY SERVICES** by ringing **999** or **112** on a mobile (**please note**, the FIRE SYSTEM IS NOT CONNECTED TO THE FIRE SERVICE) and give the following details:
 - your name
 - address of the building: **The United Church, Jewry Street, Winchester SO23 8RZ**
 - the nature of the fire
 - the road at the rear of the building is **Printers Row, leading to Staple Gardens;**
 - the flats behind the United Church are called 'Fabers Yard'
- ENCOURAGE EVERYONE TO LEAVE THE BUILDING PROMPTLY AND CALMLY** by the nearest exit: **1. Front door; 2. Chapel Door. 3. Back door;**

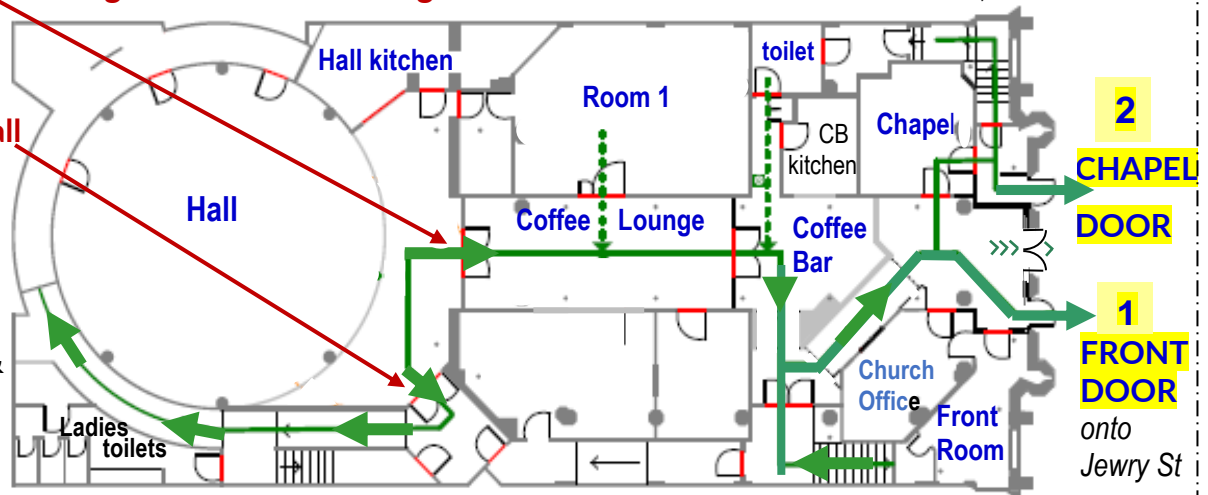
FIRE ESCAPE ROUTES:

The **GREEN LINES** on the diagram are the **fire escape routes** and lead from one emergency exit to another (they can be followed in either direction)

LOWER FLOOR: Hall, Coffee Bar & Lounge, Room 1, Chapel, Front Room, & Offices

A. from the **Hall through the coffee bar lounge** & out of the front doors to the street;

B. from the **Hall out of the south-west doors**, turn right up the ramp to the back door & out to the street;

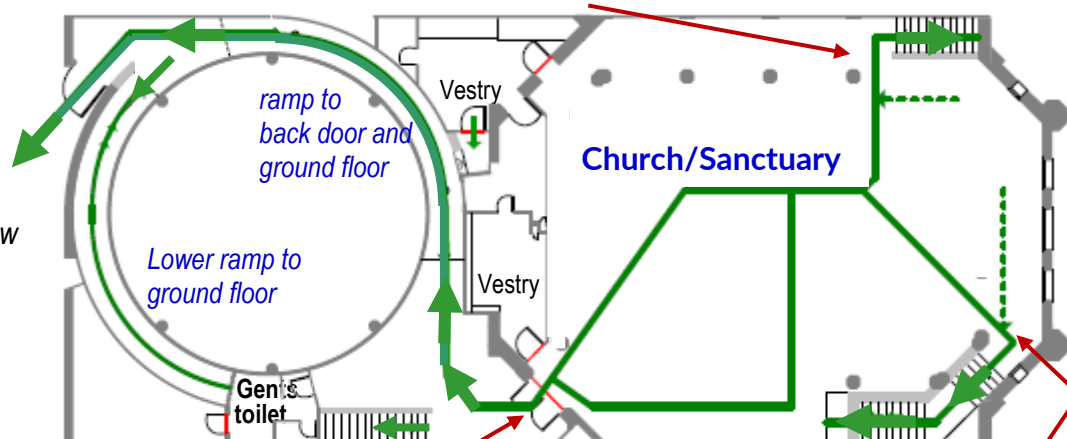


C. all other rooms (Chapel, Room 1 & Front Room, two kitchens, three vestries, toilets & offices) exit onto these routes.

UPPER FLOOR: Church (Sanctuary), 3 Vestries, & Gents toilets

A. from the **north-east corner of the church** down the stairs and out to the street;

3
BACK DOOR
onto
Printers Row
leading to
Staple
Gardens



B. from the **south-west corner of the church**, turning right down the ramp to the back door and out to the street

C. from the **south-east corner of the church** down the stairs, turning right down the ramp and out to the street

4. **ASSEMBLE IN JEWRY STREET (front of the building) AND STAPLE GARDENS (rear of the building)** to check for missing persons and await the fire service.
5. **CONTACT A REPRESENTATIVE OF THE CHURCH** (see below and listed in church foyer), as soon as possible to inform them of the details of the event: and to enable them to attend as soon as possible.

Mr Tim James	01962 844350 or 07925 691260
Mrs Christine Cook	01962 884510 or 07771 810536
Mr Robin Cook	01962 884510 or 07976 123385
Mr Eric Craig	07986 701171
Mr Bob Lord	01962 855910

6. The premises shall not be re-entered until the reason for the alarm has been addressed, and fire alarm has been reset by either the fire brigade or an authorised church representative.

FIRST AID KITS, DEFIBRILLATOR & EVAC CHAIR

FIRST AID KITS are located in the:

- Hall kitchen
- Coffee Bar kitchen
- Church Office - where the Accident Report Book is located
The Church Office is open Monday to Friday, 10 am – 2 pm. In the case of hiring of the premises outside office hours, the hirer/organiser is provided with keys (which includes a key to the Church Office).
- Church (near the Sound System)

DEFIBRILLATOR: there is a defibrillator in the Coffee Bar on the wall near the Servery.

EVAC CHAIR: there is an EVAC Chair in the Sanctuary (for use to evacuate down the stairs at the front of the building if the ramp to the rear of the building is blocked).

USE OF FIRE EXTINGUISHERS

- If in any doubt, do not use a fire extinguisher
- Raise the alarm, Evacuate the building and Call the fire brigade
- Use correct extinguisher for the type of fire
- Be accompanied when attacking the fire
- Keep a clear means of escape behind you
- Evacuate if the fire becomes bigger or the risk of being trapped increases.