

Information regarding the use of the buildings

Thank you for enquiring about the use the church building. We have put together some information below, which sets out conditions of use. We also hope it will answer any questions you may have. If you need further help, please contact the church administrator, details below.

Application form – to follow initial enquiry

Please complete the attached application form and return it to the church administrator. This will be passed on to the Leadership Team, to ensure the purpose of use of the premises meets with our criteria for use.

Please note: your organisation must ensure that they have adequate insurance cover for your activities in the building. You will not be covered by our church insurance.

Facilities

'Use of building' includes the use of the downstairs lounge, the lobby and toilet area, the kitchen, the upstairs hall, the car park, and, by special arrangement, the church sanctuary. We request that the car park is used for those arriving by car as there is limited car parking in the street. There is access to the building from the car park and from the front entrance, which has level access and a dropping off point. Please note that the building is protected by an intruder alarm. The administrator will find a keyholder who is available for the dates booked to unlock the premises, turn off the alarm, familiarise the group with the facilities, and then return and set the alarm and lock up. (This may not be the same person for both procedures as it will depend on the keyholder's availability).

During the use of the building be aware that: -

- You may use the kitchen and the equipment in it. Please bring your own tea, coffee, sugar, milk and biscuits.
- Tables and chairs are available.
- Three toilets, including a disabled toilet and baby changing facilities are in the lobby area.
- **There is no telephone available, so it is advisable to bring a mobile phone for emergencies.**
- The piano may be used by a pianist.

Purpose of use

We reserve the right to refuse use of the premises. We will not allow use for activities deemed by the church membership to be in any way contrary to the principles of the Christian faith, for which the church stands. Generally, our criterion for use is for groups or organisations that are “Serving the Community”.

Public entertainment licence

The church does not hold a Public Entertainment Licence, Singing and Dancing Licence or Theatre Licence.

Cancellation of booking

Please advise us as soon as possible if you need to cancel your booking.

Payment

The church does not charge for the use of the building for groups that meet the criteria “Serving the Community”. However, if the organisation or group is able to, we would welcome a donation to go towards the cost of heating and lighting.

Health and Safety

We would ask that activities are carefully supervised, especially those involving children.

Please ensure adequate adult /child ratios to ensure safety at all times.

Organisations are responsible in implementing the legal and statutory requirements for child protection and protection of vulnerable adults.

Fire

Please take time to note the location of all fire exits, fire extinguishers and first aid kit and to bring them to the attention of those attending on the day. Please take care not to obstruct fire exits or to wedge open fire doors. **No smoking is allowed anywhere on the premises.**

Maximum number of persons

For safety reasons, please do not allow the total number of people exceed 40 when using the downstairs lounge or the upstairs hall.

Conduct

Please ensure that orderly and appropriate conduct is maintained at all times both inside and outside the building. Noise levels should not be excessive and consideration given to local residents at all times. With the exception of guide dogs, animals are not allowed in the building.

Alcoholic drinks

Please note that it is our policy that no alcoholic drinks are served or brought onto the premises.

Property damage

We would ask that any damage is reported to the church administrator as soon as possible. You may be asked to reimburse for the cost of damage.

We will not be responsible for any loss or damage to private property whilst on the premises.

After your event please: -

- Leave the rooms clean and tidy: the vacuum cleaner is in the cupboard in the disabled toilet.
- Replace any furniture that has been moved.
- Wash up, dry up, and put away kitchen crockery and cutlery used. (Alternatively, you can use the dishwasher).
- Remember to turn off lights, check that windows are closed and locked, and that the front door is locked.
- A keyholder from the church will set the alarm and lock up, so please wait for that person to arrive before you leave.

Contacts

First contact (for bookings and administrative queries):

Church administrator, Linda Paris

Home number 01394 766009

e – mail: administrator@mrbcfelixstowe.org.uk

ROOM BOOKING FORM

1. CONTACT DETAILS:

Contact Name:

Organisation:

Address:

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Telephone number:

E-mail address:

2. ROOM BOOKING DETAILS:

Title of meeting:.....

Dates room required:.....

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Start time: End time:

Room required: (tick as appropriate)

Downstairs lounge Maximum capacity – 40

Upstairs hall Maximum capacity – 40

Church Maximum capacity - 150

Kitchen Prayer Room up to 6

Equipment: (tick as appropriate)

PowerPoint with own laptop

PowerPoint (for use in church only)

Television/Video

Public address system (for use in church only)

Insurance

Have you checked with your insurance company that you have adequate liability insurance to cover this booking **Yes/ NO**