

Christ Church Halls

Instructions to Hall Users (2015)

Bookings

1. Bookings may be made with the Bookings Secretary.
2. When you make a booking you agree to accept our Conditions of Hire. The Bookings Secretary will usually email a copy of these to those making bookings. The Conditions will also be available via our Website (<http://christ-church-lewes.org>).
3. The Bookings Chart for the current week is normally displayed in the Concourse. Please check whether or not your Meeting is the only one in the premises and make sure you are in the right room. Room allocations can be checked via the Website.
4. Current and future bookings can be inspected via our Website. When you have made a booking it is your responsibility to check that it is right and inform the Bookings Secretary of any error.
5. The current Tariff will be displayed in the Concourse and is also available on the Website. Discounts may be available for individuals and groups from the local community.

Safety Instructions for Group Leaders

1. To avoid unauthorised intrusions when you cannot constantly monitor the Main Door lock it when your Group has assembled. Please do not leave your key in the lock.
2. Check the location of fire-exits and the quickest routes to them and be aware of the possibility that there are other users in the building. Do not obstruct hallways or doorways with your equipment. Please note that the hatch in the Concourse ceiling is a fire exit from the upper part of the building and must never be obstructed.
3. Regular users should hold a fire-drill yearly.
4. Fire-doors must be kept closed at all times.
5. Please observe any specific instructions given relating to keys and fire exit procedures.

Kitchen

1. All Hall Users are welcome to use the Perpetual Urn. It switches on at the wall and requires about 15 minutes to heat up to tea or coffee temperature. Please turn off when you are finished.
2. Mugs, cups and saucers, and teaspoons are stored in the trays in the corner under the urn and the cupboard above it.
3. Please bring your own tea, coffee, milk etc. You are welcome to use the left-hand fridge for storing milk etc.

4. Other crockery and cutlery is stored in the pantry off the Main Hall (first door after the WC lobby). Please report any breakages.
5. If you wish to use the Dish-washer or Gas-Range enquire about exclusive use of the Kitchen (additional £10.00 charge). For health and safety reasons we can only give permission to use these large commercial appliances where people have had appropriate training.
6. No children in the kitchen!
7. Please take any rubbish and all waste for re-cycling away with you.

Care of the Building

1. Leave any room you have used clean. Remember that different users have different priorities. If you have used a Hall for craft activities check carefully that you have collected all pins, drawing pins and needles. If you have served food and/or drinks check that the floor is not sticky or slippery. Other users, especially the yoga groups and dancers, do not appreciate sticky floors or sharp objects.
2. Do not use sticky tape, blu-tak or similar to attach posters or decorations to painted surfaces (especially the emulsion-painted walls).
3. Please ask permission before displaying posters etc. in the Halls or Concourse. We are usually happy to allow small (A5) flyers but not larger ones for lack of space.
4. Please tell the Hall Bookings Secretary about any problems with the heating and do not interfere with the controls yourself.
5. Please see that when you leave the building empty all windows are closed and locked, any electric heaters are off, all lights are off (including those in the corridors and toilets), all fire doors are closed and the Main Door is locked after you.

Our Insurance requires us not to smoke, to have the door monitored whenever it is unlocked and to keep the windows locked when the building is unoccupied. If losses are suffered because these precautions have not been taken our Insurers will not cover the loss and we may have to seek redress from you.

Please remember that these premises are primarily a Place of Worship. Enjoy our facilities, respect the quiet of the Sanctuary, and be considerate of everyone you meet when you visit us!