

Hiring rooms at St Matthew's Church

this is important—please take time to read it

A: Paying fees

1) The rates for hire per hour are currently:

	Both halls	Small hall	Church crèche	Church auditorium
Weekly/fortnightly users	£20	£10	£10	£40
<i>Deposit</i>	<i>£50</i>	<i>none</i>	<i>none</i>	<i>£150</i>
Less regular users	£35	£20	£20	£70
<i>Deposit</i>	<i>£100</i>	<i>none</i>	<i>none</i>	<i>£150</i>

- 2) Please pay in advance by cash, cheque or online. For **both halls** or **the small hall** pay “St Matthew’s Parish Rooms” 08-92-99, 69396344. For **church crèche** or **auditorium** pay “St Matthew’s PCC” 08-92-99, 65255667.
- 3) The deposit will be returned within 7 days of the hire. If the building is not left as you found it, we may keep all or part of the deposit for the cost of staff time cleaning, tidying or arranging chairs, or of repairing damage.

B: Using equipment

- 1) **Kitchen & cleaning** equipment is available. Other items in cupboards are only for the relevant church group.
- 2) **Band and audio-visual** equipment is only to be used if agreed in advance, after being shown how to use it correctly. Please take great care and make minimum changes to how it is set up, leaving it just as you found it.
- 3) **Chairs, tables and other furniture** may be moved to suit your event, but please return them afterwards.
- 4) **The car park** is available for free, the one sign-posted as church parking. (The other car park is residents only.)
- 5) **Heating**
 - a. **small hall** electric heaters have an on/off button on the control panels;
 - b. **main hall** gas heaters have a booster switch behind the curtain for up to 2 hours heat at a time;
 - c. **church crèche room** electric wall heater has on/off switch on the wall;
 - d. **church auditorium** temperature is pre-set and can't be adjusted during an event.
- 6) Please report anything damaged or not working to Helen Wilson 01223 363545 office@stmatthews.uk.

C: Avoiding harm

- 1) Please use the cord pulleys to open & close blinds, windows and curtains rather than pulling them.
- 2) Please keep children away from band and audio-visual equipment, out of kitchen areas and off the high stage.
- 3) Heavy or awkward furniture causes injury when lifted. Always use the trolleys to move chairs around the room.
- 4) Sticking posters or signs on painted or varnished surfaces causes damage.
- 5) The building is in a residential area so please be considerate about music volume and vacate **by 10.30pm**.
- 6) If placing signs outside, please check that they don't block the pavement for buggies and wheelchairs.

D: Before leaving

Tidying

- 1) Please check for lost property and put furniture and equipment back where you found it.
- 2) In the main church please use the chair layout diagram for smaller events, kept at the back by the chair store.

Cleaning

- 3) Empty waste bins into the large blue bin outside. Spray & wipe surfaces.
- 4) Sweep all the rooms used; mop the kitchen floor, but NOT the polished large hall floor, that will damage the surface.
- 5) Flush the toilets and leave them tidy, check the taps are turned off.

Locking

- 6) Switch off all lights including the toilets.
- 7) Check all heating has been turned off (except in the main church auditorium).
- 8) Check all windows in the halls are closed and all doors are locked.

E: Under 18s/vulnerable adults

If working with under 18s or vulnerable adults our safeguarding officer will need to see your organisations' safeguarding policy and your safety risk assessment to accept the booking and will ask to see an update once a year. As a minimum all volunteers or staff need up to date police checks, references and approved safeguarding training, with at least two responsible adults supervising the group. If you don't yet have a policy, please seek professional advice to prepare one.

F: Charity policy

Our priorities

- 1) We prioritise activities which further our aims as a registered charity and a church.
 - a. We are a lively, active church so our halls are often in use, other users will occasionally need to change venue or meeting time, after a few months' notice;
 - b. Local community members & organisations take precedence over others;
 - c. Christian groups may use our halls for Christian activities free-of-charge, subject to clause 2 below.

Christian groups

- 2) It is not easy for the public to tell the difference between our own church groups and other Christian activities in our halls. Therefore, we only accept bookings from these groups with an established relationship with St Matthew's:
 - a. our current list of "mission partners" agreed by our mission committee;
 - b. current members of our church electoral roll using the halls for a Christian activity;
 - c. groups which share our aims and ethos and which are well known to our staff team.

Spiritual or campaigning groups

- 3) St Matthew's church could be perceived as endorsing views promoted from our premises. Therefore we ask for written information about your aims and can't accept bookings for purposes associated with:
 - a. other religions, spiritualities or philosophies;
 - b. party-politics, campaigning, debates or awareness-raising;
 - c. meditation, alternative medicines, or ethical controversies.