

Oakley Methodist Church **Conditions of Hire**

Insurance

Church sponsored activities are covered by the Church's own insurance but all other organisations should ensure that they are adequately covered by their own policies.

Fire Safety

It is vital that exits and escapes are kept clear at all times and that the external doors are unlocked when the building is occupied. You must be aware of the procedure for raising the alarm in the event of fire and where all the fire exits are located. You are responsible for all the people in your group being aware of the fire procedures. Oakley Methodist Church is responsible for maintaining the fire extinguishers and fire safety equipment (smoke alarms). You are responsible for any equipment brought into the church and ensuring there is no fire risk to the church building and its contents.

The fire safety equipment must not be tampered with; any malfunction must be reported to the letting officer.

There is a no smoking policy in the building.

Audio Equipment

Use of the Church audio equipment, if available, is permitted once a nominated member(s) of the Licensees is trained in its usage. The equipment is preset for use in Church services and must not be adjusted; any malfunction must be reported to the letting officer.

Parking

If cars are parked outside the church they must not obstruct the bus stop or access by the Church's neighbours to their property.

Please be considerate at all times. Additional parking is available in the lay-by opposite Honeysuckle Interiors and in the School lay-by.

Care of the Building

Please leave the premises clean and tidy. Cleaning equipment can be found adjacent to the toilet. There is a small dustbin in the kitchen and larger dustbins outside the church.

Kitchen

No additional charge is made for using the kitchen to make tea or coffee. Please leave all work tops clean and tidy. Please return all crockery, trays and utensils to their appropriate places in the cupboards and drawers.

Light and Heat

Please do not switch on lighting and overhead heating unnecessarily. The storage heating is preset so please do not adjust the settings on the top of the heaters. When you leave the church please ensure all lights, in the storeroom, toilet and porch are turned off, as well as turning off all additional heaters and the immersion heater.

Ladders

Ladders in the storeroom should not be used at any time.

Damages

All damages must be reported to the lettings officer.

Keys

Keys are to be collected and returned to the lettings officer.

LETTINGS OFFICER
MR & MRS R CHATTERTON
14 BRAEMAR DRIVE, OAKLEY
01256 780504

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