



Mile End Road, Colchester, CO4 5DY

# General Rules and Instructions for Using Myland Parish Halls

In any new building, there are many new things to learn. The following is a mixture of “do’s and don’ts” and “how it’s done”. The subjects are in alphabetical order. Please telephone the Bookings Manager on 07518 437 488 with queries, or ask questions when you are shown around the Halls.

## **Chairs**

Chairs must not be removed from the rooms for which they are intended. Each Hall on the ground floor has colour-coded upholstered chairs (red for Large Hall, blue for Small Hall) and a number of chairs without upholstery, for use where there is the possibility of spillage or damage.

Chairs should be stored only on the trolleys, with upholstered chairs on separate racks. Trolleys in the Large Hall are stored in the north-west corner of the Hall; the Small Hall trolley should be stored in the north-east corner of the Hall. Chairs should not be moved from the Board Room.

## **Cleaning**

Hirers should find the premises clean and tidy as they arrive. To achieve this, all Hirers are asked to leave the Halls tidy at the end of each session, including sweeping the Hall floor. Our Janitor will wash the floor before the start of each day. Brushes and other cleaning materials are available in the Janitor’s store, which must be kept locked whilst not in use, to meet COSHH regulations (Control Of Substances Hazardous to Health).

## **Damage**

Any damage noted at the start of a period of hire, or caused during hire, must be notified to the Lettings Manager. The PCC will seek recompense from the Hirer for the costs of replacing items or repairing damage caused by the Hirer.

## **Entryphone**

If the main entrance is locked, visitors may alert people in the Large Hall or Office using the entryphone to the left of the main entrance. The handsets enable a conversation, but for security reasons it will be necessary for the door to be opened manually.

## **Fire**

The hirer shall abide by, and ensure that all occupants of the Halls are familiar with, the document “Fire Safety: Know the Drill”, including the location and use of fire-fighting equipment and evacuation procedures. The Fire Brigade must be called to any outbreak of fire, however slight, and details given immediately to the Lettings Officer, or if unavailable a member of the PCC.

## **First Aid**

The hirer must ensure that all accidents are recorded in an Accident Book. Organisations hiring the Halls are responsible for providing a First Aid kit and maintaining their own Accident Book; for other Hirers, A First Aid Kit is located in the Janitor’s cupboard. The Hirer must record each accident in the book which is held at the Reception desk. The Lettings Officer must be advised of all accidents.

## **Furniture and other items**

Tables and chairs must be stored on the trolleys provided, and the trolleys returned to their correct position, when not in use and at the end of each session. No additional furniture is to be brought into the Halls without permission. Permission will not be granted for substantial items or, for instance, a Bouncy Castle within the premises.

## **Grounds**

The areas outside the Hall, other than the gravel area, may be reserved for use free of charge. It is the responsibility of the Hirer to ensure the safety of those using the grounds. Other Hirers must be allowed access along the path from the Church to the Main Entrance.

## **Heating**

Heating for all areas will be set automatically to “on” in the colder months during periods when the Halls are in use. Heat in the entrance area, Large Hall and Board Room is controlled by means of radiator thermostats in each room. They must be returned to position 3 – “III” – before leaving the Halls. The thermostats on the wall in the Large Hall **MUST NOT** be adjusted.

There is under-floor heating in the Small Hall and toilets, which may be adjusted using the wall thermostats. They **MUST** be returned to the previous setting on leaving the premises.

## **Keys**

As stated in the Conditions of Hire, keys remain the property of the PCC; they must not be copied by the Hirer, or passed to any other person without the approval of the PCC, who will maintain the record of keyholders.

Keys to the Large Hall, Small hall and Board Room will also operate the Main Entrance, the Janitor’s Cupboard and the Store Room in the Small Hall. Those hiring for a single event will be given access to all rooms hired.

Keys to the Large Hall will also allow access to the kitchen from within the Large Hall; similarly, keys to the Small Hall allow access to the kitchen from the Small Hall.

## **Kitchen**

The kitchen may be reserved for use by any hirer of the Large or Small Hall, without charge.

However, heavy use of the facilities (use of the cooker, dishwasher etc) requires payment of a hire charge. Where a Hirer has reserved the kitchen and another Hirer wishes to pay for its use, the PCC may seek the Hirer’s permission to reallocate the kitchen for this purpose.

The fridge/freezer may be used by any Hirer reserving the kitchen, but no items are allowed to remain after the end of the session without the prior permission of the Booking Manager. The Janitor has instructions to remove any unauthorised items left in the fridge/freezer.

All crockery, cutlery and other items used in the kitchen must be washed and put away at the end of the session.

## **Lighting**

Lights must be turned off on leaving the premises and unused rooms.

Please note that the toilets are on automatic switches which turn off ten minutes after the room becomes empty. Also, when turning all the lights off on leaving the premises, the lights by the toilets and at the foot of the stairs may stay on for a short while as a security feature. External lighting is automatic.

## **Locking of doors**

When vacating the Large hall, Small Hall or kitchen, the doors to those rooms must be left **CLOSED BUT UNLOCKED**. All other internal doors (the Board Room; storage rooms and cupboards) must be locked. All external doors from those rooms must also be locked.

Hirers may lock the doors of the Halls hired from the inside, for internal security purposes. The Main Entrance door must not be locked when more than one Hirer is on the premises.

## **Maximum Occupancy**

The hirer shall not exceed the maximum capacity of each Hall hired, as follows: Large Hall: 100 in meeting format; 80 in restaurant format. Small Hall: 50 in meeting format; 30 in restaurant format. Board Room: 12.

## **Noticeboards**

The noticeboard in the reception area is available for use by all groups, to advertise for membership or events. Other noticeboards may only be used with the express permission of the PCC. No item is to be affixed to any other surface in any way (whether using sellotape, blu-tak or any other means). The PCC reserves the right to remove notices as appropriate.

## **Parking**

The access drive must be kept clear of vehicles at all times, for emergency and safety reasons, and cannot be used to drop off or wait for visitors. Hiring the Halls does not include hire of the parking and turning area; car parking spaces are available for use by Management and disabled persons only. One space is marked for use by blue badge holders. Cars are parked on the site entirely at the owner's risk. The access pole by the entrance may be raised by the Lettings Manager at his discretion. Please note that the access drive is VERY narrow.

## **Plan of the Halls**

A Plan of the Halls accompanies this document. Please note the location of fire exits and appliances.

## **Restriction on items to be kept in Halls**

No items may be left in the Halls at the end of each session except by prior agreement. In particular, coats and other belongings left by members should be removed by leaders. Where approval has been given for items to be stored in the Halls, these must be kept in locked cupboards or rooms. No dangerous, flammable or edible materials are to be stored in the Halls, even in locked cupboards.

## **Security**

Visitors must not enter areas which have not been hired for their use. It is the responsibility of hirers to ensure the security of persons under their care, including requirements of the Children Act and rules for the care of Vulnerable Adults. All goods and items in the Halls belonging to the Hirer and their guests are there entirely at the owner's risk.

## **Shared resources**

Where a regular Hirer requires access to a range of craft and similar items, arrangements can be made to access a shared store of the items, on payment of a small charge.

## **Smoking**

Smoking in Myland Parish Halls is prohibited by law. There is no designated Smoking Area; Hirers and guests are respectfully requested not to smoke at the site.

## **Storage**

A limited amount of storage is available at the Halls. Regrettably, it is not possible to meet all Users' storage requirements. If Groups wish to store items at the Halls, a request should be made via the Lettings Manager. There is room for modest storage in the Small hall store, which is to remain locked when not in use.

## **Tables**

Tables must be stored on trolleys when not in use. Trolleys in the Large Hall should be stored at the south-west corner, and the Small hall trolley should be stored next to the chairs in the north-east corner. Hirers must not remove the tables from the Board Room; if the room is hired as an open area without tables, the Lettings Manager should be asked at the time of booking to arrange for the tables to be stored away.

## **Tea Point**

Hirers who have not reserved the kitchen for their use may use the Tea Point in the reception area. Casual users are free to make drinks without charge; regular Hirers must either make payment

through a Tea Club or bring their own tea, coffee etc. Those who use the Tea Point must ensure that all mugs etc. are washed up and put away after use.

### **Telephone**

There is no public telephone at the Halls. Hirers should ensure they have access to a mobile phone, for reasons of security, fire and health & safety.

### **Ventilation**

Ventilation of the Large Hall can be increased by turning on the fans, moving the middle slider one position to the right.

Ventilation of the Small Hall can be achieved through the Velux windows, using the remote-control device kept in the Store Room.

Ventilation of the Board Room is by opening the Velux windows manually.

### **Waste**

Items brought and not used must be taken away at the end of the session. Whilst there are recycling bins at the Halls, there are no commercial arrangements for the removal of waste and the Hirer is asked to take such items away.

### **Wi-Fi Hotspot**

Internet access is available to all Hirers free of charge, by application to the Lettings Manager. By accepting the Access Code, the Hirer agrees not to cause or allow inappropriate or offensive material to be downloaded or transmitted over the connection.

### **Windows**

Windows in the Large Hall do not open. In the Small Hall, those by the Fire Exit may be opened using a key which can be obtained from the Lettings Manager. Velux windows may be opened; see "Ventilation" above. Windows in the Large Hall and Board Room have blinds which can be drawn if required.

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