

ST NICHOLAS CHURCH ALLESTREE USERS GUIDE (1 December 2018)

The following will help Users enjoy their use of the facilities of the Church and ensure they are left in a suitable state for the next Users:

STATUTORY INSTRUCTIONS FROM THE FIRE OFFICER:

- A total of no more than 220 persons shall occupy the church hall at any one time.
- During occupation of Hall ALL three double doors in FOYER area must be unlocked and unbolted to allow for EMERGENCY exit.
- During occupation of the Choir Vestry the TWO external double doors in the FOYER area must be unlocked and unbolted to allow for EMERGENCY exit.
- Fireworks and other incendiary devices are strictly FORBIDDEN on Church premises.
- Smoking is NOT permitted in any part of Church premises.
- Parking is NOT allowed in front of Break-out Doors to either side of Hall.

STATUTORY INSTRUCTIONS ON GAS SAFETY:

- If you smell gas, you must ACT immediately:
- Hall Kitchen - check obvious faults e.g. Unlit Hob.
- If no obvious fault - Continue with Instructions as follows:
- Call National Gas Emergency Service – NGES on **0800 111 999**.
- Obey instructions given by NGES - Turn-Off Supply Points are:
- Church Supply - Boiler Room to right of main Church Entrance - use YOUR key to unlock door - take care on steep steps and turn off supply at Meter in Far-Left Corner of Room.
- Hall Supply - in Kitchen - turn off supply at meter on Lower Shelf of Right-Hand End Cupboard in Alcove.

HALL HEATERS:

- Hall Heaters must ONLY be controlled by Upper Switch at Side of Heater.
- Do not touch Lower Switch near floor.
- Temperature is thermostatically controlled.
- **HALL HEATERS ARE VERY POWERFUL AND GET VERY HOT - GUARDS MUST NOT BE TOUCHED AT ANY TIME - see INSTRUCTIONS with Heaters.**
- **IF CHILDREN UNDER AGE 3 - You MUST fit BABY GATES around heaters when in Use.**
- In Groups of Older Children - FIT GATES per Activity TYPE.
- BABY GATES stored in FOYER - Remove gates at the end of session and return to FOYER unless told will be used by Next Hall User.

FIRE ALARM:

- Hall Fire Alarm by Hall door can be de-activated by pressing 4415 on panel Key-Pad - Alarm must be Reset by following Instructions on Panel.

FIRST AID:

- First Aid Kit and Accident Reporting Book are in DRAWER under working surface beneath shutter. Please ensure used items are replaced or reported to Church Administrator.

KITCHEN FACILITIES:

- Kitchen Facilities - Immersion Heater, Fan, Stove, Water-Heater, and shutter - are marked. ALL Instructions must be followed. Instructions for SHUTTER must be followed.
- Special Instructions for DISHWASHER MUST BE FOLLOWED. DISHWASHER is a Commercial Machine designed ONLY for Significant Amounts of Washing Up. It takes up to ONE HOUR for ONE Cycle of 16 plates OR 40 glasses/cups. Subsequent cycles will take less than 15 minutes. If you think you would benefit from its use, please consult Church Administrator for permission to use. You will be given a set of Instructions.

STAGE AND EQUIPMENT:

- The Stage and Dressing Rooms cannot be used EXCEPT by prior arrangement.
- Stage Lighting and Sound Facilities for performance are not available EXCEPT by prior arrangement - Requests must be made to Church Administrator who will refer such requests to St Nicholas Players or Allestree Theatre Group for consideration.

LEAVING THE BUILDING:

- Chairs should be stacked and tables returned to the store.
- Cleaning equipment is in store to left of Ladies' Toilet and in Kitchen Cupboard - ALL Spillages and Litter MUST be cleared up.
- Kitchen Surfaces, Crockery and Equipment MUST be cleaned if used.
- TOILETS MUST be Checked, Cleaned with Toilet Brushes as required and Litter Cleared Up.
- Clear rubbish to Bin in Car Park.
- Close ALL WINDOWS - If using the hall - check Hall Heater Upper switches in OFF position.
- SWITCH OFF ALL LIGHTS and HEATERS - EXCEPT FOR EMERGENCY LIGHTS in FOYER and One Light over door to Churchyard from Lobby which STAYS ON.
- BOLT ALL DOUBLE DOORS and LOCK ALL DOORS.

CAR PARKING:

- Parking for about **20** cars available in Car Park OFF Allestree Lane - including **ONE DISABLED SPACE** - FURTHER Disabled Spaces can be ORGANISED to suit.
- Car Park is Sufficient for **ONE SMALL** Event - e.g. PARTY - BUT is often FULL when MORE than **ONE** Event or **SINGLE MAJOR EVENT** - e.g. CONCERT.
- Please **MONITOR ATTENDEES FOR RESPONSIBLE PARKING** - If Event Involves a lot of Car Parking, please check with Church Administrator for **OTHER** Events taking place at same time.
- Lawn Avenue is a wide road that will permit cars parked on either side but **CARE** must be taken not to block any Resident's Drive.
- Allestree Lane is a busy road and a Bus Route - Parking must be **CONFINED** to Church **SIDE** of road.
- Parking on Allestree Lane should be **CONFINED** to **JUST** a FEW cars parking by **CHURCH HEDGE**.
- Attendees should be encouraged to seek **MORE APPROPRIATE** Parking involving some Walking. Note however that Amber Road and Fairway Crescent subject to Parking Restrictions which are **ENFORCED**.

BOOKINGS for rooms are confirmed directly with Church Administrator via Church email stnicksallestree@outlook.com. The Church Office telephone number is **01332 550224**. Booking Times cover **ENTRY TO** and **EXIT FROM** premises - Please include times to **SET-UP** and **CLEAR UP** in your Booking Request!