

Oadby Baptist Church:

Use of the Premises by Church based groups

(Notes for your guidance)

The aim of our Church is to help people become disciples of Jesus Christ and to make this the focus of all our planning, decision-making and practice.

- Groups using the premises where children are present should adhere to the church's Child Protection Policy.
- You are responsible for the behaviour of all people using the building during your meeting.
- Due to hygiene regulations, where food is being prepared or served on the premises, there should be persons holding appropriate food hygiene certificates involved in the preparation and or serving.
- If arranging a special event, access to the premises in advance of, or after, the time booked, cannot be guaranteed. If you need time to set up or clear up, this should be booked.
- As we have houses adjoining our property, we seek to be good neighbours, and do not wish any event to create unacceptable noise or inconvenience for our neighbours. Therefore we ask that any event shall finish by 11pm, and that there shall be no discernible noise after 11pm. Users playing music should keep the volume to a 'reasonable' level, (We are not a night club!). Thank you for your co-operation in our good neighbourliness.
- Please ensure that cars parked outside do not cause any obstruction. It is important that the entrance down the side of the church is kept clear as access is required day & night by the restaurant & the police.
- Please leave the halls in a clean & tidy condition, replacing any equipment or furniture moved in the course of your meeting. Particular attention should be paid to the kitchen & toilets. A vacuum, mops & brushes are available in the cleaning room in the foyer.
- To prevent damage to the floors, skateboards, skates and similar items are not permitted.
- Please empty any full bins at the end of your meeting. If you have an activity that creates a lot of rubbish, please make arrangements to take it away, as we have only limited collections by the council.
- Do not leave any food on the premises. Please ensure only recyclable material is placed in the recycling bins. (Paper, Cardboard, cans & plastic bottles only)

- You should take all reasonable precautions to guard against the risk of fire. Please ensure that fire exits are left clear, and you know the locations of extinguishers. Leaders should decide on how to raise the alarm should a fire start. Regular Fire drills should be held. Read fire notices! Any defects or problems should be reported immediately.
- Please ensure the premises are left secure upon leaving, having checked **all** windows, fire doors and external doors. Check that all lights and appliances are turned off. (Some external lights are on sensors/timers)
- Any mains electrical items, (including extension leads etc), brought onto the premises should have a current PAT test certificate. The Church will not require production of these unless a problem occurs. Testing can be arranged with the safety officer.
- If anything belonging to the church is damaged or broken during your meeting, it should be reported at the earliest opportunity.
- The serving or selling of Alcohol is prohibited by trust deed.
- Gambling in any form is prohibited by trust deed. (raffles etc)
- Smoking is not permitted inside the premises.
- The Maximum number of people permitted on the premises are as follows;

Upper Hall	100
Lower Halls	40