

ST NICHOLAS CHURCH ALLESTREE USERS GUIDE (1 January 2017)

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:

- 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 Yanyan Case 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!