

## **Instructions for using St. Matthew's Church Hall.**

### **What to bring**

Check with the [FAQ](#) > Facilities > **What equipment is available in the kitchen?** and work out what you will need over and above what is provided.

Here is a list of items which you cannot assume will be in the hall, and which may be a good idea to bring with you:

- Lots of plastic bags for removing all rubbish (clear bags for removing recycling) – please don't leave rubbish in the hall, or in the bins outside
- Lots of Tea towels and J-cloths
- Floor cloth for spills, especially in the kitchen.
- Table cloths (tables are 1830mm x 760mm, approx. 6ft x 2½ft)
- Corkscrew and bottle opener
- Sharp knives, and any additional cutlery other than standard knives forks etc.
- Heat proof mats/pads if serving from oven hot pans/ dishes

### **Getting in and out**

Before your booking you will receive an email with details of the 4-digit code for the key press, and how to use it to get in and out. The key should be replaced in the key press whenever you leave the building empty, even if for just a short time.

There are two locks on the front door, the same key is used for both. Please unlock the lower one first and then open the door using the handle. If that doesn't work then you may need to also unlock the top Yale lock.

Check list for leaving the building:

- Leave the hall clean and tidy and remove all rubbish.
- Turn off lights in kitchen and main hall.
- Close kitchen windows
- Turn off hot water heating by the switch in the kitchen.
- Lock the front door using the lower lock and check properly closed.
- Replace the key in the key press.
- Close the large car park gate.

### **Lights**

The switches for the lights in the main hall are on the left hand side as you enter the hall. The bright round lights on the end walls are operated by normal on/off switches. There are also LED strip lights along both sides of the hall which are operated by the small square touch panel. There is an on/off button on the top right then you can change the brightness and tone (soft/bright) with touch sliders on the sides of the panel.

Kitchen has a manual light switch.

Toilet lights are automatic.

Outside lights are motion sensitive and will go on when someone approaches the front door.

### **Safety, and briefing your users or guests**

- First time in, please explore and make sure you know where everything is.
- Especially, make sure you know where all the fire exit doors are.
- **Very important** - it is your responsibility to make sure all the guests for your booking are briefed about fire drill and exits.
- Remind guests that Church Hall site is a no smoking area, which includes building, garden and car park area.
- **Please do not open windows or doors if you have a DJ or loud music** as it disturbs the neighbours.

### **Tables and Chairs**

- They are in the cupboards on the far end of the hall (to the right of the double fire doors)

### **Heating**

We aim to preset the temperature so that the hall is comfortable when you arrive. If you need any extra heat, then use the boost button located next to the cleaning cupboard on the left as you enter the building.

### **Ventilation**

- The air handling unit will provide fresh air, but if needed, you can open the fire exit doors or kitchen windows.
- In the **kitchen** there are windows. Please remember to close them, if you open them

### **Kitchen**

There is a bank of labelled switches in one corner. Turn on as required. Please turn them all off\* when you leave. Switches include:

- The water heater which supplies boiling water. Please use this instead of kettles.
- Dishwashers.

*\*The fridge - this may be used but please DON'T turn it off as it may contain milk for the nursery.*

### **Audio Visual Equipment**

There is a TV on a moveable stand in the cupboard at the end of the hall on the left of the double fire doors. There is also a box with a microphone that you are welcome to use.

### **Fire Alarm**

- If it goes off, you must assume that it is genuine and your first priority is your safety and the safety of your group.
- Evacuate the building.
- The fire rendezvous point is the car park.

## **Cleaning**

- Leave the hall, the kitchen, the foyer and the toilets as you found them; there is no cleaning fairy coming in between bookings.
- Cleaning materials are in the cleaning cupboard on your left as you enter the building. The key is in the first cupboard on the left in the kitchen.

## **Accidents**

- There is a First Aid box in the kitchen. Please leave a note in the feedback book if you use stuff, so it can be replaced.
- There is also an Accident Book beside the fridge in the kitchen which you should fill in if the accident was in anyway related to the hall.