



# WHEATLEY UNITED REFORMED CHURCH

High Street, Wheatley, Oxford, OX33 1UE

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## Use of Church Premises by outside organisations Terms & Conditions

The church premises are a valuable resource for use by the local community. In addition to the sanctuary, there is a hall, kitchen, small meeting room and 2 toilets with disabled access.

The premises are made available to local organisations and individuals at the discretion of the elders.

We do not make a specific hire charge but do welcome contributions towards cleaning, heating etc. For regular users a suggested sum is £10 -£15 per session and for individual bookings e.g. parties a sum of £20. The premises are not for use by commercial businesses. You can either donate to the booking secretary or leave for our church treasurer, Mr. Chris Shelley.

**Bookings** may be made to the booking secretary (currently Malcolm Benson) by e-mail or telephone (01865 873843) and will be entered on to the church calendar.

**Access.** Regular users may be given their own key. All other users can obtain the key from the booking secretary who will show them how to access the premises. The key unlocks the side door and gives access to the main door which has a mortice lock. This door must be unlocked when the buildings are in general use.

**Public liability insurance.** The church has public liability insurance which covers events and activities organised by Wheatley URC and also covers our legal liabilities. However we cannot accept responsibility for damage or injury resulting from activities organised by other users, or for equipment which they may bring into the premises for which they may wish to ensure that they have their own insurance.

**Child Protection.** The church has a child protection policy and takes seriously the welfare of children and young people. Those organisations which work regularly with young people and vulnerable adults must be familiar with the policy and ensure that appropriate Disclosure and Barring checks are undertaken. It is recommended that at least two adults are present for any activity involving young people. If there are any concerns these can be discussed in confidence with the church child protection officer, Robert Harding (Contact number 01844 215513)

**Heating** The premises are heated by a gas boiler situated in the cupboard in the corridor. The heating is programmed each week and the boiler may also be activated by a boost button if needed, (instructions are by the boiler). There are thermostats in the hall and church. If there is a need to turn the temperature down please ensure that it is returned to its original setting before leaving the premises.

**Fire.** It is essential that exits from the building are unobstructed at all times. In the event of a fire ensure that the premises are vacated and call the fire brigade giving the postcode OX33 1UE. There are fire extinguishers in the hall, church and kitchen and a fire blanket in the kitchen.

**First Aid.** There is basic first aid equipment in the kitchen. Accidents or injuries should be recorded in the accident book and the booking secretary informed. Morland House Surgery is 01865 872448.

**Use of kitchen.** The kitchen has a commercial oven, dish washer and fridge. Instructions for their use are on the wall and additional information in the file above the fridge. Crockery and cutlery is available for general use but please do not use equipment in the Lunch Club cupboard.

**Rubbish.** There is a bin in the kitchen for food waste and a larger bin for general waste. If these bins are full, the rubbish can be placed in the appropriate bins outside the side door. Paper, plastic, cans and glass which can be recycled can be placed in the bin in the corridor.

**Cleaning.** The premises are cleaned once a week. However if the user has undertaken any activities in the hall or kitchen they are asked to ensure that they are clean before leaving the premises. There are brooms and a vacuum cleaner in the cupboards in the corridor.

**On leaving the premises.**

- 1) Please ensure that they are left clean and tidy. There are brooms and a vacuum cleaner in the cupboard in the corridor.
- 2) Ensure that all lights and electrical items are turned off.
- 3) If the thermostat has been turned down, please return it to the original setting.
- 4) Make sure that there is no one left in the church or toilets.
- 5) Lock the main door from the inside and exit by the side door ensuring that this is then locked.

MKB December 2016