

Wheatley United Reformed Church

Use of Church Premises by outside organisations.

The church premises are a valuable resource for use by the local community. In addition to the sanctuary, there is a hall, kitchen, and the new Mulberry room which can accommodate 20 people and has its own tea and coffee making facilities.

There are 2 toilets, both 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 ask for contributions towards cleaning, heating, insurance etc. Costs for heating have increased significantly in the past few years and heating of the Church Sanctuary must be operating for several hours to achieve an acceptable temperature.

Suggested donations for a session (morning, afternoon or evening) are as follows: Mulberry room - £10 per session.

Hall - £20 per session

Church - £25 per session

The kitchen is available for serving teas, cakes etc without charge but for use to prepare meals etc there will be a charge of £10.

If this causes you financial problems, we may be able to subsidise.

For individual bookings e.g. parties, lunches etc with use of the kitchen a sum of £30.

The premises are not for use by commercial businesses.

You can give your donation to the church secretary secretary@wheatleyurc.org.uk, our church treasurer, treasurer@wheatleyurc.org.uk, or pay by bank transfer. (Details on booking form)

Bookings may be made to the booking secretary, by email to bookings@wheatleyurc.org.uk

Access

Access via the main door is by keypad the number of which will be given to regular users. Please distribute it only to those who need to know. The number followed by the 'black dot' will allow other users to enter, ie the door will be on the latch. If you do use the black dot, please press it again on leaving and check that the door is locked.

Access via the door to the Mulberry annexe is by key which will be given out when needed. However, the door can also be unlocked from the inside without a key.

Public liability insurance

The church has public liability insurance which covers, events and activities organised by Wheatley URC. 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.

Safeguarding Policy

Safeguarding is of crucial importance for all regular users and applies especially to those working with children and vulnerable adults. 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, and that appropriate safeguarding training is undertaken by all regular helpers. Organisations may have their own safeguarding policy or can adapt the churches policy which is on the church website. If there are any concerns these can be discussed in confidence with the church safeguarding coordinators, Marian Mole or Peter Devlin.

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 the thermostat is returned to its original setting before leaving the premises - 18 C.

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. There is fire information, including evacuation procedures, on notices in the corridor near the Mulberry Room and in the Hall. Please make yourself aware of these.

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.

Storage

There is limited space in the cupboards for storage of items of equipment which is in regular use. We do not have room for storage of large items. Please do not place items on top of the cupboards

Use of kitchen

The kitchen has two ovens, dish washer and fridge. Instructions for their use is on the wall and additional information in the drawer above the fridge. Crockery and cutlery are available for general use but please do not use equipment in the Lunch Club cupboard. The Mulberry room also has facilities for making drinks.

Rubbish

There are bins in a kitchen cupboard bin and a separate bin for food waste. Please use the recycling bins when appropriate. If these bins are full, the rubbish can be placed in the appropriate bins outside the Mulberry room.

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.

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) Ensure that the Mulberry annexe door is locked and when leaving by the main door that it too is locked by pressing the black dot.

Date: 22nd October 2025