



Warsash “Jesus is Lord” Church

(Warsash United Reformed Church)

55 – 57 Warsash Road, Warsash, Southampton, SO31 9HW

Church Secretary: Mr Brian Reid
5 Dormy Close
Sarisbury Green
Southampton
Hampshire
SO31 7DD

Email : brianreid07@gmail.com
: info@warsashurc.com

Church Letting Policy – Guidelines

- a) The Church Hall and other parts of the building can be rented for use by external organisations subject to availability together with the approval of the Church Leadership Team. All organisations should complete the attached application form – pp3 and retain the pages pp1 and pp2 for information.
- b) We charge £5 per hour for the use of the Hall – this is the average cost to cover expenses. All Cheques must be made payable to “Warsash United Reformed Church”. Payments can be mailed or left in an Envelope marked “Treasurer” on the Kitchen counter after the meeting. Other payment possibilities can be discussed with the leaders. For BACS payments use Account No 02561736 / Sort Code 30-93-17. Use your event name as the Reference.
- g) If you intend using the Kitchen equipment we may need to arrange for a short training on using some items. If you want to use any of the other Church facilities or equipment, please state in your letting request and any training (if needed) will be arranged in advance.
- c) Access to the Church Building is via the rear door. A Church representative will either arrange for you to have a key or will meet you and let you into the building. There is a key lock plus a coded access lock. You will be given details of the access code in advance. The coded lock can be latched open (on the inside) so others can freely enter the building. Once inside, the door at the Front of the Church can be opened. Please keep the door key in a safe place.
At the end of your Meeting you must close, bolt and lock the front door leaving the key in the lock. **Ensure all lights are switched off.** Unlatch the coded lock on the rear door and close the door behind you. In this condition the building is secure and you can leave it like this if you wish. If you have been given a back door key – lock the back door as well.
- d) Our Church cleaning and Maintenance teams work through the week (and sometimes on the weekends) to present the Church ready for our own Sunday Services. We will try to avoid any clashes with your meeting. If an urgent need crops up e.g. for unavoidable maintenance work we will contact you. You will be responsible for clearing up after your own event and leaving the premises in a clean condition.
- e) A very, very small amount of waste can be accommodated in our Church waste bins but if your activity generates waste (Discarded Food /Food or Drink containers / Cups / Plates / Craft Materials / Packaging / Paper Tablecloths / Decorations / etc) we would request this is collected separately and taken off site for personal disposal. The kitchen must be cleaned and left in a tidy condition.
- f) The Church operates a Safeguarding Policy and if you have Children’s activities included in your group you will need to comply with legislation requirements protecting Children. You can do this by either reading our policy and sign your agreement to comply with it or if you have an alternative policy that meets the HM Government requirements for Safeguarding Children please indicate this. The Church policy is available to view or download from the Resources page on our Website www.warsashurc.com

- g) Church Toilets (Ladies and Gents) are close to the front door and a Disabled Toilet complete with Nappy Change facilities are close to the back door. Please ensure these are always left clean and tidy after use. NB waste nappies must be disposed of in the Green Waste bin just outside the back door – not in the waste bin in the toilet area.
- h) The Church does not prohibit the consumption of alcohol on the premises and for events where it is appropriate – e.g parties and social meetings. We ask you to take extra care with cleaning and clearing up the Church and respect our wishes that all waste material is collected and removed from site. We also ask you to respect our neighbours peace and quiet especially if your event is running late in the evening .
- j) We do not permit smoking on the premises.
- k) Make yourself aware of the health and safety issues and warning signs posted around the building. Health and Safety Policy and guidelines are found on notice board in Lower Hall
- m) Consider the need to control parking when the car park is likely to be full.
- n) Please take out of use and report to us any equipment that is unsafe or damaged.
- o) When needed, the Heating will be pre-timed for your activity. Should you arrive and find the Heating is off for some reason please check the following.

In the Storage room (across the corridor from the Kitchen) and at the back of the room you will find the Heating Controller. See picture below.



The LH Channel controls the heating upstairs and the RH channel controls the heating downstairs.

There is a button below each channel that toggles the heating modes through four possible states. Cont /Once / Auto / Off. Please start by checking that this control is set to “Auto” for your heating area need.

To change it press the button to move to the next position on the list. If the Heating is already set to Auto, a green light should display on the controller. If this is not showing please check the clock is showing the correct time and day. If not – a power cut may have altered the time clock. Proceed to Manual Override section. If the clock is OK check another light off to the right of the whole control assembly. If the light is showing red, the Boiler Pilot may have tripped. Press

push button to manually re-start it. If the Boiler re-starts the red light will go out and a green light will show instead – next to the button.

Heating Manual Override.

On the side of the Controller window there are two buttons (Extra Hour) and (Override). If you have no heating - pressing the (Extra Hour) button will give 1 hour of heating. This button can be pressed – each time adding another hour of heating to a max of 3 hours and then it goes off. If the room is too warm for your meeting and you want to stop the heating – just press the Override button. This will cancel that day’s heating timed slot. **NB Do not set the heating channel to (off) as this will stop the heating for all other timed users.**

If you have any further Questions please contact your Church representative or the Church Secretary.

List of Church Contacts: - Jan 2019

Brian Reid	Church Secretary	Tel: 07768 478679 / 01489 584317
Isabel Reid	Elder	Tel: 07876 330975 / 01489 584317
Debbie Couzens	Elder	Tel: 07543 080824
Alan Clark	Maintenance / Safety	Tel: 07399 617554 / 01489 482668

Warsash United Reformed Church - Letting Application Form.

1. Details of Booking Dates and times. If a regular activity please state frequency of event.

.....
.....

2. Details of Your Organisation. Give objectives / aims/ Approx No's of participants.

.....
.....

3. The Std Booking gives Access to the Lower Church Hall and public areas. If you need the use of additional facilities please advise. EG. Cooking Facilities / Upper Room / Church equipment.

.....
.....

4. Principle Activity of your event.

.....
.....

5. If your activity involves work with groups of Children – you may need a Safeguarding plan. You need to select below how you are meeting the Home office requirements for safeguarding and sign next to it.

- a) Own policy..... b) Comply with Church policy.....
- c) Not needed for my activity..... d) Meet this another way.....

6. Your Contact Details.

Name.....

Address.....

Telephone / Mobile No.....

E-mail Contact details.....

7. Application Date

.....

Please return to:

Brian Reid (Church Secretary)

5 Dormy Close, Sarisbury Green, Southampton, SO31 7DD.

e-mail: brianreid07@gmail.com