

## Guidelines for Users of WBC Premises – an Overview

### Using Weymouth Baptist Church Premises

Please read the Detailed Guidelines for Premises Users on the use of the premises; we ask that you be sympathetic to our list of “Rules and Regulations” as we are obliged to uphold all the Health, Safety and Welfare rules.

We would like everyone to leave safely at the end of their stay, and for the building to be left clean and secure.

Therefore please observe these basic instructions:

- **Security** - External doors must have a responsible person in charge as people enter and leave. Unfortunately, in the past, undesirable people have made illicit entry. It is important too, to check that everybody has left the premises at the end of your stay.
- **Fire Warning System** – Whoever is in charge must be conversant with the ‘drill’ and operation of the system.
- **Supervision** –Please ensure that participants are not allowed to roam about beyond the confines of the rooms you have agreed to use.
- **Not Permitted** – under any circumstances is alcohol to be brought onto the premises, or for anybody at all to smoke on the premises.
- **Rubbish** - It is the responsibility of the hirer to provide their own black bag(s) in which to place any rubbish, and their own green food bag(s) for waste food generated whilst on the premises. Green bags can go in the church brown food bucket but please remove black bags from the church at the end of the session.
- **Food Hygiene** - If applicable, you must have at least one person qualified in food hygiene present during your stay.

## DETAILED GUIDELINES FOR PREMISES USERS

### A. ROOMS

All rooms used should observe the following:

- Windows may be opened – please ensure that these are firmly closed when leaving.
- Chairs should be stacked – in threes.
- Lights should be switched off when leaving.
- Doors please shut all doors before leaving.

**Please ensure that rooms are left in a clean and tidy manner.**

Rooms are set aside for use (where applicable) as follows:-

**a. Large Hall** - for meals and activities. Our projector, screen and leads may be used if required (you will need to provide your own laptop). There are black out blinds on the Harbour side of the building that require a handheld remote for raising and lowering. Please leave the blinds in the raised position.

**b. Upper Room** - for activities. 2 wash basins, 1 shower, 1 toilet (Please leave flushed, clean and tidy). The stairway access to this room may make it unsuitable for accommodating disabled people.

**c. Lower Lounge** - for meetings. Toys and books, if used, should be stored away tidy.

**d. Small Room Behind Kitchen** – Please do not use.

#### e. Kitchen

- **3 built-in ovens** (consisting of 8 rings, 1 grill), please leave clean and **ensure that the gas is switched off** when finished.
- **2 sinks**. Please leave clean and empty.
- **1 hand wash basin**. Please leave clean and tidy.
- **1 filter flow** with constant boiling water.
- **2 toasters**
- **1 dishwasher**
- **1 microwave** with browning facility. Please leave clean, empty and unplugged
- **1 large fridge**. Kindly remove unwanted items and leave clean.
- **1 fridge/freezer**. Kindly remove unwanted items and leave clean.
- **Large area of worktop space**. Please leave clean and tidy.
- **Floor**. Please ensure this is left clean and dry.

We do not supply tea towels.

Please report any breakages.

**NB** As this is a Fire Door the kitchen door **must not** be left held open when the kitchen is not in use.

#### f. Toilets

- **Ladies** - 2 wash basins and 3 WCs. Baby changing facilities. Hot and cold water.
- **Gents** - 1 wash basin, 2 urinals and 1 WC cubicle. Hot and cold water.
- **Accessibility toilet** - 1 wash basin and 1 WC. Baby changing facilities. Hot and cold water.

**Floor** - please ensure this is left clean and dry.

**Toilets** - should be flushed and clean.

**Sinks** - should be left empty and clean.

## Notes

- I. You are welcome to affix temporary signs on toilet doors if you wish to convert the Ladies into Gents or vice versa during your stay. Any such signs must be removed on Sundays.*
- II. It would be helpful if you would bring your own supply of toilet paper.*
- III. As with generations before, you will no doubt enjoy our wonderful Weymouth Sands. However, it would be very helpful if every care is taken to avoid sand getting into our basins and toilets as it very quickly blocks the drains!*

**g. Basement Area** – Available by special request.

**h. Church Area** – Please do not use, unless a request has been agreed to do so.

## B. CHURCH ACTIVITIES

Most Church activities are at a minimum during the summer period and tend to take place in the Chapel rather than in rooms you might be using. We do, however, run a Food Bank every Tuesday and Friday from 10am-1pm throughout the year. Please ensure that all belongings in the Lower Lounge are stored around the side to allow access for Food Bank staff to operate during this time. We hope that this won't be an inconvenience to you.

The Church Administrator will keep you informed of any other events that might be taking place.

## C. REGISTER OF PARTY MEMBERS

For your own safety, we strongly suggest that you provide a register containing important information on all those in your party on our church premises. The register should include the following:-

1. Name
2. Address and phone number
3. Next of kin (with phone number if different from above)

## **D. CLEANING**

It would be very helpful if you could maintain in a clean and tidy condition the areas used by your group - especially the main passageway and staircase. In doing this, you will be helping us to provide a welcome to our own visitors and for the group coming in after you. A Hoover can be found in the cupboard in the Large Hall.

## **E. REFUSE**

It is the responsibility of the hirer to provide their own black bag(s) in which to place any rubbish, and if applicable their own green food bag(s) for waste food generated whilst on the premises. Green bags can go in the church brown food bucket but please remove black bags from the church at the end of the session.

## **F. INSURANCE**

Whilst Weymouth Baptist Church has its own insurance cover, it is suggested that it would be prudent for you to arrange your own insurance for the duration of your stay. Whilst we do understand that accidents do happen, it would be appreciated if breakages could be reported so that they can be rectified.

**Reminder.** Please keep valuables with you at all times while on the church premises, as personal items are not covered by the church insurance. Lockers are available if you wish to use them.

## **G. FIRE PRECAUTIONS**

Please ensure that each member of your party is familiar with fire exits (as below) which must be kept clear at all times:-

### **Exits:-**

1. **Large Hall** - exit onto Quay via door to the right of the stage. Please note: - care is needed when descending the steps down to the quay - the steps are very deep.
2. **Front doors** - exit onto Esplanade.
3. **Basement** - exit onto Esplanade, from Coffee Bar at end of corridor.
4. **Church Office side** – exit on to South Parade.

**For your own safety, smoking and alcohol are NOT permitted on the premises.**

### **Fire alarm**

A fire alarm system is installed. Instructions, in the event of the fire alarm sounding, are by the phone in the corridor. Please familiarise yourself with them.

At the sound of the alarm, please evacuate the building immediately to the assembly point in Alexandra Gardens and ring the fire brigade.

## **H. SECURITY**

There is a mortise lock as well as a Yale lock on the door from the Esplanade. Please ensure that you secure the door with both sets of locks at night or when you have left the building for the day. For your own safety, this door should never be left open unless an adult attends it. You are strongly advised to check that anyone asking for admittance has the right to be there. Church Members who have specific jobs to do will have keys, and will come and identify themselves. Windows should not be left open upstairs, giving access from the flat roof.

You and your team are responsible for security of the premises at all times.

## **I. HEALTH & SAFETY**

We require the enclosed Risk Assessment Form and Safeguarding for Lettings Form to be completed and returned to us before the date of your booking.

The First Aid Kit is located in the kitchen.

## **J. CHILD PROTECTION**

The church has adopted a policy and code of practice to ensure that children and adults at risk are protected whilst on the premises. A copy of the policy and code of practice is on the notice board in the corridor. If you have young people (up to 18 years) in your party it is **a condition of the use** of the building that you comply with our Policy and Code of Practice whilst you are on the premises.

## **K. FOOD HYGIENE**

It is essential, to comply with Food Regulations, that if you are preparing or serving food on our premises there is at least one person who is qualified and holds a current Food Hygiene Certificate to ensure the guidelines are adhered to.

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