

Room Booking at New Road Baptist Church Premises

Thank you for using New Road Baptist Church for your meeting. We want to try and ensure that your group has an effective and safe meeting on the church premises. Therefore please can all leaders of groups using the premises please note the following information:

- 1 Leaders of all groups using the premises are responsible for the health & safety of their groups. The church accepts no responsibility for injury or loss to person or property arising from the use of church premises unless such injury or loss arises as a direct result of the church's responsibility for health & safety. The group leader will keep the church indemnified against any claims for which the church is not responsible.
- 2 If a fire is detected use should be made of the fire extinguishers located in each room (please ensure it is the correct type for the fire you are tackling), if this can be done without personal harm. Then sound your nearest fire alarm point, if needed, and dial 999 for the Fire Brigade. Make sure you are aware of the fire exits and alarms and can quickly evacuate your group in case of fire. The lifts must not be used if there is a fire. Please ensure when you unlock the room you are using, that you also unlock the room's fire exit. A summary of the fire information is on display in each room.
- 3 If you are using the main chapel building, please ensure that the fire escape door adjacent to the baptistry (left hand side door on the front wall) is kept unlocked during your meeting, and locked when vacating the chapel.
- 4 Please enforce the NO SMOKING and NO ALCOHOL rule throughout the building, and explain this policy to your group. From 1 July 2007, the premises are covered by the Smokefree Regulations 2006. You are reminded that those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution. This includes the side entrance porch as it is 'substantially enclosed' under the Regulations.
5. The hirer of the room, especially when the church warden is not present in the building, is responsible for the security of the entrance door of the building - these must be manned whilst people are arriving and leaving, and locked during the meeting.
6. First aid boxes are located: 1) Outside the kitchen on the ground floor; 2) In the 'Old Mint' coffee house; 3) In the 2nd floor corridor
7. Any accident should be recorded in the accident book available in the church office.
8. It is your responsibility to ensure that any electrical items you bring into the building are safe.
9. Do not allow overcrowding of rooms.
10. There is no parking available at the church. No parking is permitted on the forecourt unless prior permission has been gained from the church office.
11. Please leave your room as you found it, tidy and safe, turning off lights and locking up as you go (if you are a keyholder).
12. Prompt payment of charges would be appreciated.
11. In the event of an emergency, please let the designated church contact number know. This list can be found at the bottom of the page.
12. Should the lift suffer a breakdown there is an Otis emergency contact number shown on the inside of the lift. It is advised that you do not use the lift if you are alone in the building.
13. Please feel free to use the notice boards provided in the front lobby, on each floor and in most of the rooms to sign people to the room you have booked. However no signs/posters etc should be stuck on the walls without permission from the church office.
14. Any costs arising from vandalism, damage or loss of church property will be charged to the group using the room.

We want to help ensure these premises meet your needs as a group - therefore if you find anything on the premises which is damaged or missing please let the church office know at the address above. Also if you have any suggestions for how we can improve the premises please also let the church office know.

Church Emergency Contacts

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| 1) Church Office (David Stevens) (10-30 - 5-00 Mon - Fri) | 01865-798235 |
| 2) Deborah Rooke (Joint Church Secretary) | 01865-288149 |
| 3) Vivien Edwards (Joint Church Secretary) | 01865-790755 |
| 4) Church Flat (Jeryi & Alma) | 01865-250254 |