



central  
baptist  
w e l l i n g t o n

# GUIDELINES FOR USE

September 2014

## Access to the Building

- Please discuss access arrangements when you make your booking.
- If you need **keys** (and **alarm instructions/code**), these will need to be picked up from the Bookings Administrator, **between 10:15am and 2pm, Monday to Friday** (excluding Public Holidays).
- **Keys must be returned within 24 hours of your booking or as arranged.** As our doors can be locked on the outside but open from the inside, you can return the keys at the completion of your booking by placing it in the slot in the letterbox through the door of the Church Office. Otherwise you can return them in person to the office, during the hours detailed above.
- If you have a **regular booking**, arrangements for you to hold keys may be made.

## Set Up, Pack Up and Tidy Up

- You are required to **do your own set up, pack up and tidy up before you leave.**
- You are required to **supply all your own equipment if these are not already available at Central.**
- **Catering i.e. refreshments etc is the responsibility of the Hirer. This is not provided by Central.**

## During Your Booking

- **Please observe the specific time period you have booked.** Please allow set up and set down time when you make your booking - others may be in your room immediately before or after your booking.
- Please **respect the rights of other users** by ensuring that your group stays within the area(s) you have booked. We will try to ensure that a group's use of an area will not compromise another booking.
- Ensure your **designated Fire Warden** is present and that the **Building Evacuation Procedures** are followed, if necessary.

## At the End of Your Booking

- You are expected to **clean up after your event.** If you have used the kitchen facility, you will need to wash up, dry and put away any crockery and cutlery used, oven, stove tops, microwave etc. Keep kitchen bench clean and tidy. Used tea towels are to be put in a plastic bag on the bench. For larger groups please bring your own tea towels.
- Boxes for recycling **are to be flattened**, and plastic bottles **to be squashed** to fit the recycling bag(s).
- Mops and other cleaning products are available in the kitchen cleaning cupboard. Vacuum cleaner is available in the coat cupboard in the foyer.
- Please **rearrange any furniture you may have moved.** Please be careful not to put anything in front of the heaters, and ensure each chair stack is to a maximum of five chairs.
- Please **return any trestle tables** to the cupboard under the stairs in the hall.
- Please check the **toilet areas** also, and leave it in a clean and tidy condition, and turn the lights off.
- Please ensure all the **windows are closed**, curtains open, **heaters turned off, all lights turned off, fire doors closed**, and all the lockable doors are **locked**.
- Please let us know if anything is broken or not working properly, so we can fix it.