

NAIRN UNITED REFORMED CHURCH

HALL LETTING PROCEDURE

Procedure for hiring out the URC hall/s to a person /group of people who may not be familiar with the building.

AIM to assist the hirer with the layout and health and safety details of the church halls.

1. The hirer is to be provided with a copy of the check list for arrival and departure.
2. The hirer is responsible for the keys to the hall, to secure entrance and exit, the turning off of lights and closure of internal doors and windows for heat retention/ fire restriction.
3. The hirer should be shown Fire Exits, fire points, 'Action in case of fire' notices, first aid arrangements and who to contact should an emergency arise in the building.
4. Kitchen hygiene should be adhered to, i.e. washing of hands, cleaning of kitchen surfaces before and after use, and cleaning of table surfaces in the hall. Any procedures for the use of the kitchen to be adhered to.
5. The hirer is to report any accidents, giving dates, nature of the incident and any First Aid items used. Incidents/ accidents will be added to the URC accident book by the nominated First Aider. Any blocking of Fire Exits to be reported.
6. The hirer should appoint a competent person to take charge in the event of a fire to ensure that all persons on the premises (including babies or disabled who may require assistance) can escape unimpeded through a fire exit and assemble in the nominated assembly area; and ensure that the fire exits are kept clear at all times.
7. The hirer is to be shown where the Health and Safety Policy and the Safeguarding Policy are displayed.
8. The hirer is to be shown where the cleaning kit is stored.
9. The hirer is to vacate the premises and leave them in a clean and tidy condition. If damage occurs to furniture or premises the church shall be entitled to arrange for them to be cleaned and recovered by the user at a reasonable cost of doing so.
10. Check that no-one is left in premises and being locked in. If another user is in the premises, confirm that responsibility is being handed over to them.
11. Please note that the whole building is strictly NO SMOKING, NO VAPING.