

HOMEWOOD ROAD UNITED REFORMED CHURCH, ST ALBANS

RULES FOR HALL USE

Our Church and Halls are used by many groups every day. They want to find the premises in good condition. To achieve this, we insist that you accept and follow these rules.

The key you will receive is for access by the Foyer door on the left of the building. When you leave, put the key in the letterbox in the door to the Main Hall at the front of the building.

1 **No smoking**

2 **Do not adjust the central heating controls** or turn off the radiators.

3 **Do not move pianos** out of the room in which they are located or onto the stage.

4 **Keep doors closed** and **keep the volume of music down** to avoid disturbance to the neighbours.

5 Use **only non-marking trainers** for sports.

6 Leave **areas clean and tidy**, and sweep up all debris. Mop up liquid spillages. Do not leave chewing gum anywhere. The broom cupboards are in the left corner of the Foyer and in the back hall. Other cleaning equipment is in the back hall cupboard.

7 Only use the **kitchen** for meals if you have specifically booked it. If you are using it to provide tea and biscuits only, you must expect to **share** the space with other groups.

8 **Bring plastic bags** to collect all rubbish, cans and bottles. **Take the bags away** with you – do not leave them around the bins.

9 **Turn off all appliances** and the electric wall heater in the kitchen.

10 **Before you leave** by the Foyer door, **check** that all windows are closed, all internal doors are closed, all external doors are locked, and all internal and external lights are switched off.

11 The external lights are operated by a two-way switch, one by the Foyer door and one by the main door at the end of the Main Hall. **Turn off the external lights** by the two-way switch when you leave.

12 **Leave quietly** after an evening booking to avoid disturbance to the neighbours.