

St Laurence's Church Hall Hire Checklist

Please read through these instructions before your booking begins and use the closing-up checklist at the end of your booking. We operate our hall bookings on a good-will basis, thank you for co-operating with us.

Collecting the Keys

If you are not a keyholder, you will need to collect the keys from a grey keysafe in the vicarage porch. The vicarage is the redbrick house adjacent to the church hall. You will be sent a 4-digit combination code on/before the day of the booking which will gain you access to a set of hall keys.

Opening Up

You will have keys for:

- The car park gate (1 shackled padlock)
- The front door (2 mortice keys)
- The kitchen door (2 keys – one Yale, one mortice)

Covid – 19

- Risk Assessment
- Social Distancing
- Sanitising Stations
- Track & Trace
- Sanitising key touch points at the end of the booking

Fire Safety

For fire regulation safety, you must open the bolts on the fire exit once you are inside the hall.

Heating

In the winter months, please use the heater boost button on the hall wall near to the toilet lobby for ½, 1 or 2 hours at a time.

In the event of an emergency, please phone 999 giving the address as St Laurence's Church Hall, Old Church Road, Coventry, CV6 7ED

End of booking

Before you go, please check the following:

Hall:

- Floor is swept and any wet spills mopped up.
Cleaning equipment is in the cupboard next to the men's toilets.
- Chairs & tables are neatly stacked at the ends of the hall.

- The lights are switched off.
- The fire exit has been properly secured and bolted.
- The heating has been turned off (if used).

Toilets:

- Toilets have been flushed and waste paper is in the bins.
- The lights in all 3 toilets and cloak room are switched off.

Kitchen:

- All appliances turned off at the sockets.
- Surfaces are all clean and clear, washing up is done, dried and put away.
- Any food has been taken away from the fridge or cupboards
- The floor has been swept
- The lights are switched off

Side Room (if used):

- The floor has been swept
- Tables & chairs are stacked away
- The wall heaters are switched off
- The lights are switched off

Bins:

- All bins must be emptied to the main bin outside the hall gates and recycling placed in the blue lidded bins (no black bags please). *If you have generated more than 2 bags of rubbish, please take them home with you.*

Locking Up

Please check you have locked

- the main doors,
- the fire exits
- the kitchen door
- the car park gate

Non Keyholders

Please return the keys to the keybox in the vicarage porch, remembering to scramble the combination so the box is properly locked.

Payment

- If you are paying by cash, please post the payment through the vicarage letterbox in a clearly marked envelope with the name of your booking.
- If you have booked online and given a debit/credit card, your card will be charged within 7 days unless payment is received on the day.
- If you are a regular booking, payments should be made by the end of the month via BACS to the St Laurence's PCC account: sort code 08-92-50, account number 50116041, with your name or group name as the payment reference.

If you have any issues with the hall, including any accidental damage, please send an email to bookings@stlaurences.org within 24 hours of your booking.

Thank you for booking St Laurence's Church Hall.

St Laurence's Church