

# 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)

## **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](mailto:bookings@stlaurences.org) within 24 hours of your booking.

Thank you for booking St Laurence's Church Hall.

St Laurence's Church