

Terms and Conditions

Keys and Security

Keys for regular users of the hall are signed out to a responsible keyholder. If there is a change of keyholder please inform the church secretary. Keys for occasional use of the halls can normally be obtained from the Church Caretaker and should be returned as soon as possible.

To avoid heating expenses, cancellations must be advised to the Church Secretary as soon as possible. If no notice of cancellation is received, a charge for heating is likely to be made.

There is an intruder alarm so do not attempt to enter the building at times you are not expected or when the hall is not in use.

Safeguarding

The user is aware of the legislation relating to the safeguarding of children and young people and has read and understood the relevant Church of Scotland Safeguarding materials and will follow its provisions. The user has adopted a recruitment procedure for working with children and young people which, where appropriate, includes requiring staff (whether employees or volunteers) to be members of the Protection of Vulnerable Groups Scheme as laid down by the Protection of Vulnerable Groups (Scotland) Act 2007. If the user is found to be in breach of these undertakings, the congregation has the right to terminate any agreement with immediate effect.

Hall

Tables and chairs to be left clean and stacked in the designated places at the side of the hall.
Floor to be swept if necessary.

Kitchen

Sinks, worktops and floor to be left clean. All rubbish to be placed in bin bags and appropriate recycle containers.

Your attention is drawn to the rules regarding health, safety, food hygiene etc. on display in the kitchen. All cupboards to be kept tidy and doors kept closed. Please remember that provisions in cupboards belong to organisations and should not be used without permission. If you have any queries about these, please contact the Church Secretary.

For safety reasons, young children should not be in the kitchen when boiling water is being used.

First Aid

The First Aid box is held in the kitchen. An accident book is also held there and a record of any incident should be recorded there.

Alcohol

The use of alcohol is not normally permitted. If your event will involve the drinking of alcohol, please contact the Church Secretary.

Toilets

Toilets must be left tidy.

Fire Door(s)

Access to the fire doors must be left clear at all times. Fire Safety notices are displayed at key points around the building.

On Leaving

Ensure all lights, water heater, and extractor fans (including toilets) are off and that all persons have left the premises before locking up.