



IMPORTANT INFORMATION FOR USERS OF THE ASHCROFT CENTRE

The following information is also included in schedule 2 of the leasing agreement (*special conditions for hire*).

A very warm welcome to Ashcroft Church & Centre. Whilst using the building please do bear the following items in mind:

Access and Setup of rooms

Ashcroft Centre is **not** a permanently staffed building therefore it is possible you may be the only group using the building during your time slot. Please ensure your nominated key holder brings a key (and knows the code for the keypad lock on the front door) and arrives in time to open up for your group.

Chairs can be laid out or rearranged in any of the rooms. If you require additional chairs for your group, beyond those available in the room you have booked, please contact the Booking Secretary for permission to move them into your room.

Extra tables are in the storeroom in the downstairs foyer.

After Use

Please leave all rooms you have hired **clear, clean and tidy**. If you require a vacuum cleaner, brush or dustpan these can be found in the ground floor disabled toilet cupboard or on the first floor hallway.

Please switch off all lights and fans for the rooms you have hired.

Chairs should be returned to their original location and stacked no more than five high. Any tables used from the storeroom should be returned after use. This does not apply to the chairs in the church itself (see below).

If you are the last group to leave (the bookings sheet for the week is on the board near the front door), check the whole building to make sure no-one gets locked in, then drop the latch and lock the front door.

There is an automatic night-time security light in the foyer.

Should you discover that a previous group has left an area untidy or not replaced/ returned furniture please make note of this in the property book in the foyer.

Church Hirers

You are welcome to use the raised area but worship furniture should only be moved after obtaining consent from the Booking Secretary or Treasurer and must be returned and reconnected after your event.

If you wish to use the piano or organ please, again, seek the permission of the Booking Secretary or Treasurer.

Chairs should be returned to the position as indicated by the seating plan on the wall by the rear door through from the foyer.

Kitchen

Unless you have booked the kitchen area for exclusive use, please ensure you do not prevent other users from using the kitchen.

Please leave it clear, clean and tidy, wipe surfaces and remove all rubbish and recycling. Switch off the hot water boiler and the dishwasher, cookers, toasters and microwave.

Rubbish

Take away all bulky rubbish and all plastic, glass, cardboard and food waste. Other small items of rubbish may be placed in the litter bins.

Fire Safety

The hirer/ group leader must nominate a fire officer whenever they use the Ashcroft Centre. The fire officer must be familiar with the "Fire policy for groups using the Ashcroft Centre" displayed in the foyer and in each room. The fire alarm is automatically activated by smoke detectors.

Do not obstruct fire exits or prop open fire doors.

Security

The front door has both a mortice lock and a keypad lock. At the start of your meeting drop the latch on the front door. There are doorbells for each of the rooms for late arrivals. This is for the security of your group when meeting.

Licensing

Ashcroft Centre holds both a PRS for Music and PPL license. These permit users of our building to perform live music on church premises, covers music tuition to individuals or groups, allows playing of commercial music recordings and the running of discos, dances, karaoke and dance and keep-fit classes on our premises. If you do not hold your own PRS or PPL license and wish to use the Church and Centre license, please tell the Booking Secretary.

There is no TV license for the Ashcroft Centre.

General

Alcohol must not be brought into the Ashcroft Centre.

Games of chance must not be played. Raffles are permitted provided that there are no cash prizes and no alcohol prizes, the total value of the prizes does not exceed £200 and tickets are only sold on the premises.

Posters for events taking place at the Centre can be fixed to the community notice boards on the 1st floor landing, Ashcroft Room, Upstairs Kitchenette and Wesley Room. If you would like a poster displayed on the ground floor Church notice boards please first seek permission from the Booking Secretary or Treasurer.

Bicycles must not be brought into the building; there is a cycle rack provided on the corner of Ashcroft Gardens.

Internet access is available. Access can be arranged by contacting the Bookings Secretary.