

Our Lady of Loretto Church Halls
User Guide
January 2018

Remember, in the event of a fire:

Sound the alarm

Evacuate the building

Dial 999 for the Fire Service

In case of problems with the facilities contact

Fr Basil Clarke on 0131 665 2137 or 07732 694230

Chris Maguire on 07762 080059

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About this Guide

Thank you for booking our halls for your event. This guide should give you all the information you need as a user of the halls.

Our basic principles

This is a facility owned and operated by a Roman Catholic faith community. There is a Hall Management Group made up of parish members. On behalf of the parish, this group has responsibility for managing the building fabric, fixtures and equipment, organising lets and ensuring that all relevant policies and regulations are adhered to.

We would ask you to:

- Treat the hall, fixtures and fittings as if they were your own and leave them as you would wish to find them.
- Have respect for our neighbours, especially when leaving at night.
- Recycle your waste where possible.

Your terms of lease

You will have been given, and asked to sign, a terms of lease as a part of your booking confirmation.

This will include specific dates and times when your booking is for. You may only use the halls during these times. Please allow time at the end of your event to ensure that the halls are clean and tidy, that all equipment is returned back where you found it and the rubbish is put out.

Protection of Vulnerable Groups

The parish has a policy and appropriate checks to ensure protection for children and vulnerable adults while they are on parish premises and/or taking part in activities run by the parish.

Hall users who are not part of the parish must ensure that they have suitable policies in place, including PVG checks on individuals. This will form a part of your terms of lease and the Hall Management Group may ask for evidence that such a policy is in place prior to and at any point during a let.

Entry and Security

Main door

The main door is secured by a single self-locking latch. The key takes a quarter turn to the left to unlock from the outside. It locks automatically when closed, but you might have to give it a final push or tug.

There are two light switches on your right as you open the front door. One for the passage and one for the outside porch light.

For security purposes, the door **MUST** be left closed when using the hall unless you have someone always in the hallway. Use the security buzzers to let people in.

Security buzzers

Hall 1 is the main hall

Hall 2 is the downstairs meeting room / small hall

Hall 3 is the upstairs room

Each room has its own entry phone and remote door release button

Fire

As a hall user, you have responsibility for making yourself familiar with the arrangements for fire safety provided in the halls; fire call points, emergency exits and firefighting equipment.

Regular users should have fire safety plans and make appropriate provision for persons with reduced mobility or other vulnerable groups.

***If a fire does break out the advice is simple:
Get out, stay out, call 999 and give the address:
17 Newbigging, Musselburgh, EH21 7AJ***

There are three clearly signed fire exits other than the main door:

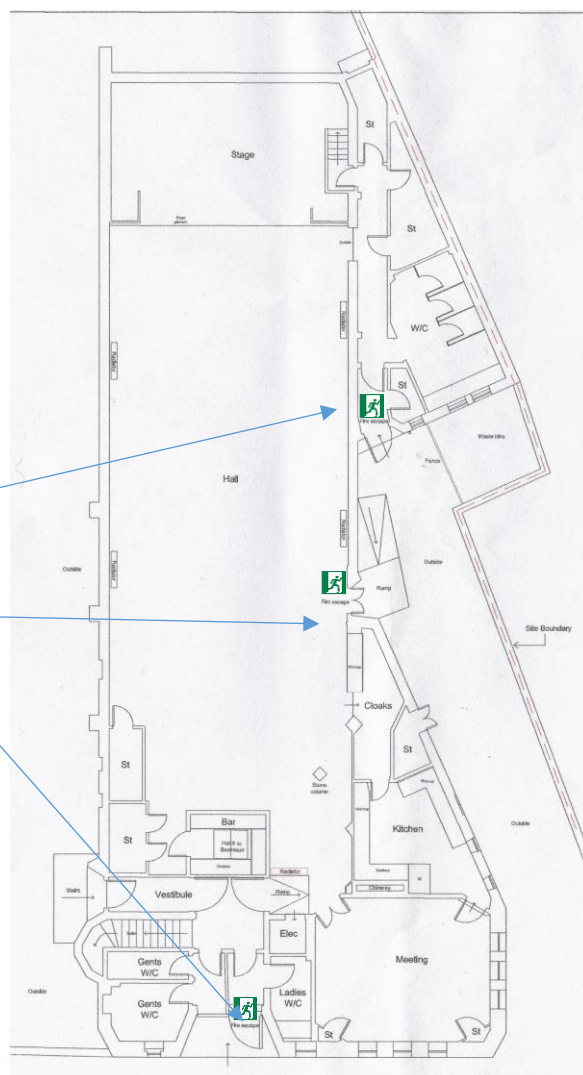
- Off the corridor to the ladies toilets.
- Halfway down the main hall on the right.
- Between the disabled and gents toilets at the entrance area.

There are red fire 'break glass' call points at the fire exits which will sound a building wide alarm.

Emergency lighting is in place that will clearly mark the fire escapes in the event of a loss of power.

The halls have appropriate fire extinguishers in prominent positions. There is a fire blanket in the kitchen near the servery wall.

Do not tamper with or move the portable fire safety equipment, such as using extinguishers to prop doors.



Safety and First Aid

You are responsible for the safety during your event.

There is a first aid kit in the cupboard in the kitchen.

Please record all incidents or accidents in the incident book.

Lighting

Please always consider energy use and think about which lights you need on while you are using the halls.

Coming in

There are two light switches on your right as you open the front door. One for the passage and one for the outside porch light.

The main switches are in the cupboard up the corridor on the right past the gents.

First find the two light switches on the bottom left. One turns on the light in the cupboard. The other is for the emergency lights through the hall. Switch both on.

Main Hall Lighting

For the ceiling lights look at the block of 8 switches marked “Main Lighting in rows from the bar”. Use these for general lighting, sports etc.

For gentler lighting, you can use the block of 8 switches on the lower right. These control the main hall pelmet uplighters and downlighters.

Small Hall Lighting

In the upper right hand block of 8 switches control, the leftmost two switches on the top row will switch on the ceiling lights and the spotlights.

There are further switches for the spotlights and window uplighters inside the small hall on the left of the window near the kitchen door.

Upstairs

The stair lights are the leftmost switch on the lower row of the upper right hand block of 8.

Toilets

The gents and disabled toilet lights are the remaining switches on the top right block, marked in red.

The light switches for the ladies toilets are in the corridor and just inside the door to the toilets themselves.

Kitchen

The kitchen light switch is just inside the door from the small hall. The serving area switches are just outside the kitchen door to the servery.

Sound system

There is a sound system with microphones available on the stage.

Please advise in advance if you need to use the sound system and we will arrange for someone to set this up and walk you through it.

Heating

Main Hall

The fan convector heaters will have been programmed for your event.

Please do not touch the wall switches by each heater.

If you need to control the heat at all, there are three settings for the booster fans, found on the switches in the lighting cupboard.

The top setting is HIGH, the bottom is LOW, and the middle setting turns the fans OFF.

The left hand switch is for the area nearest the kitchen, the right hand for nearest the stage.



Please remember that they must be left on HIGH at the end of your event.

Small Hall & Upstairs

There are conventional radiators in these rooms. They will have been programmed for your event. They can be controlled using the thermostatic valves on each radiator.

Kitchen

Instant Hot Water Boiler

There are clear instructions above the boiler. It takes about ten minutes to heat up once it's plugged in. Please do not turn off the water supply.

Oven

The oven has a spark igniter.

To light: Open the oven doors. Turn the oven control (3rd one from the right) to full. There are two push buttons inside the oven door; push and hold the right hand one to start the gas and push the left for the spark igniter. Once the gas is lit, hold the right hand button for 15 seconds and then release. If the gas doesn't stay lit, repeat. If it stays lit, shut the oven doors and set the proper temperature.

Kitchen equipment

Please replace all of the kitchen equipment, clean and dry, back where you found it. Crockery and cutlery storage is clearly marked

Tea Towels

Either bring you own tea towels, or if you use the ones in the hall, take them away to launder and return.

Kitchen health and hygiene

See the terms of lease for your responsibilities for kitchen hygiene and food safety.

Waste

All waste should be bagged and placed in the outside bins before you leave. The code for the bin cage padlock is 2878.

Parish users on a Sunday (teas and coffee after mass) need to bring the bins down to the street corner outside the florist shop, beside the public bin.

Exit Routine.

Check no one is hiding...

Start in the ladies toilets.

Ensure lights in the ladies toilets are off and windows and fire exit closed.

Come back through the main hall.

Check the main hall emergency exit / disabled access is properly closed and locked.

Go through the kitchen servery, turn off the lights as you go and ensure no food is left in the freezer.

In the kitchen, ensure no food is left out or in the fridge.

Ensure the instant water boiler is off and unplugged and that the ovens / cooker are off.

Ensure kitchen windows are closed.

Switch off the kitchen lights and go into the small hall.

Check the spotlights and uplighters are off.

Go out the small hall to the lighting cupboard.

Switch off all lights, main hall, small hall and toilets.

Set the heating switches to HIGH.

Switch off the emergency and cupboard lights.

Check upstairs, making sure the areas are clear.

Go to the front door.

Switch off the passage and porch lights.

Pull the front door closed and ensure it is properly locked.

Thanks for using the hall!

OUR LADY OF LORETTO CHURCH HALLS

Confirmation of Hall Usage Policy

Your Name

Group Name

Date(s) of Booking

I confirm that I have received the Church Halls User Guide.

Signed

Date