

Selkirk Parish Church
High Street, Selkirk, TD7 4JX
Charity No. SC014883

Green Guide for Hall Users

Contact for Hall Hire: Church Office tel 01750 20078
office@selkirkparishchurch.org
The office is open Wed. - Fri. 10 am - 12 noon

Thank you for booking the hall. Inside, you will find useful information for your group/event. Please leave any feedback in the **Comments Book** in the kitchen.

Thinking Green, Acting Green

We aim to use the world's finite resources with care and ask you to respect this and cooperate with our policy. These elements are highlighted inside with this symbol. We can all help to reduce our carbon footprint.



Accessibility

The best access is at the Hall door to the left of the church. There is also a steeper ramp at the Office door. There is an accessible toilet off the hall and another at the front of the church.

Accidents and Emergencies

Contact Numbers:

Caretaker/Cleaner:	Avril Gibson 0753 6033596
Treasurer:	Lynda McCraw 21971
Property Convener:	Andrew Laing 0778 7627723

There is a **First Aid** box in the kitchen. The **Accident Book** in the kitchen cupboard should be completed in the event of any accident on the premises. The mains **Fusebox** is in the office corridor. The **Stopcock** is in the cleaning cupboard at the end of the toilet corridor. The **Gas** can be switched off at the meter at the office outside door. The meter box key is in the tool box.

Alarm System

This will only be used by keyholders.

Caretaker

The part-time caretaker/cleaner is Avril Gibson, 0753 6033596. Other keyholders are Lynda McCraw, 21971 and Andrew Laing 0778 7627723/

Child Protection

The church's safeguarding policy statement is displayed on the Health and Safety Noticeboard. You should be aware of and comply with the legislation relating to the safeguarding of young people and vulnerable adults.

Cleaning

Cleaning equipment can be found in the cupboard at the end of the toilet corridor. Please leave the hall and kitchen as you have found them. The wooden floor in the hall and corridors should be swept with the Vee sweeper and dust mops. **It should not be washed or hoovered.** Any spills should be wiped up immediately with kitchen paper and wiped over with a damp cloth if sticky. The Vee sweeper is in the storage room.

Dishtowels

Please take used dishtowels and tablecloths away; wash and return as soon as possible.

Fans

The ceiling fans in the hall are de-stratification fans to help keep you warm. They can be switched on during your session to push the warmer air back down. The switch is near the kitchen door. To switch on, use the upper slider. Speed 1 is sufficient.



Fairtrade

We are a Fairtrade church and would appreciate if you are able to use Fairtrade tea and coffee and other products at your event.

Feedback

Please leave any feedback (eg any breakages, shortage of cleaning supplies, suggestions) in the **Comments Book** in the kitchen cupboard to help us improve the hall and facilities.

Fire

Fire instructions are displayed in the hall and meeting room and should be followed in the event of a fire. Please note location of Fire Extinguishers (1 in hall entrance, 2 in office corridor, 1 in hall, 1 in church) and Emergency Exits. The **Fire Klaxon** and high visibility vests are stored in the kitchen, where there is also a **Fire Blanket**.

Floor care

Water should not be used on the wooden floor in the hall, meeting room and corridors. Any spills should be wiped up immediately with kitchen paper and wiped over with a damp cloth if sticky. At the end of your session, the floor should be dry mopped with the vee sweeper or dust mop and dirt picked up with the dust pan and brush.

Hall Facilities

Equipment for the hall is listed under **Storage Room**. The hall can seat up to 108 at tables eg for an afternoon tea. There is an upright piano. There are 9 double electric sockets around the hall and an extension cable is available in the amplifier cupboard. Please ask the administrator if a data projector is required or if you need to use the amplifier system, housed in the cupboard in the corner of the hall. There are 2 microphone sockets in the hall, as well as a radio mike. The hall has an audio loop system. There is a picture rail running above all the noticeboards.

Heating

The hall is heated by gas central heating controlled by thermostats on each radiator and set by a controller at the boiler in the kitchen. Users may be required to return radiator thermostats to an agreed position at the end of their session. The boiler controller should not be adjusted. Curtains should be opened/closed carefully with the pull cord and should be closed at dusk.



Insurance

The church carries third party indemnity for all users but it is your responsibility to provide adequate insurance cover for your own event.

Kitchen

Equipped with induction hob and multifunction oven, fridge, dishwasher, water boiler, coffee machine with 4x2 litre flasks, microwave, kettles, Thermos flasks, teapots, sandwich toasters

and soup kettles. For the induction hob, 4 large stockpots, 2 medium pans and 1 large frying pan are supplied. Instructions for equipment are displayed nearby with further information in the labelled cupboard. Crockery, cutlery, trays, dishtowels and tablecloths are in the cupboards as labelled. A full inventory is available on the website or if requested.



Please take care to recycle where possible. Milk bottle tops are collected for the Margaret Kerr Unit. There is a compost bin for non-cooked kitchen waste at the garden door. Black bags for general waste and recycling bags are stored behind the bins. Hot water is supplied from the combi-boiler and is always available.

There should be no unsupervised children in the kitchen.

Lighting

Light switches for the hall uplighters and ceiling lights are near the doors. Please only use as required to save energy. Toilet cubicle lights are motion sensed and will switch on and off automatically.



Meeting Room

This smaller room is suitable for meetings of up to around 20 people with 4 brown tables and 20 chairs. There are 2 double sockets and a long pinboard on the wall.

Music Licences

The church holds PRS & PPL church licences for music used during worship. If your group requires a Public Entertainment licence, this should be applied for 28 days before the event. Please contact Lynda McCraw 21971, mrs_houseproud@yahoo.co.uk

Parking

No vehicles are allowed through the gates because of shallow drains. There is street parking nearby or in the public car park near the police station.

Payment

Payment for hall hire should be made to the treasurer, Lynda McCraw or the church office; cheques payable to Selkirk Parish Church.

Posters

To advertise your event in advance, a poster can be placed in the outside noticeboard or in the hall. This should be done through the church office.

Prams and buggies

On a wet day, please use the floor protector rolls from the shelving in the storage room. This is to prevent water pooling on the floor. The protector should be left on the floor to dry.

Recycling



Please use the bins provided in the hall, meeting room and kitchen for separating rubbish and if full, empty into the wheelie bins outside the office side door at the end of your session.

Storage Room

Please keep the door closed: unheated room

- 100 matching red chairs stored on 5 trolleys
- 8 long tables to seat 8
- 8 shorter tables to seat 6
- 5 card tables
- 1.75m high 3-panel floor standing display board
- projector screen
- 5 child sized wooden chairs and several plastic ones
- 1 high chair
- storage racks for boxed equipment and toys
- 2 child sized tables stored in the church if required.
- vee sweeper for wooden floor



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Toilets

For the hall, there is a suite of 4 unisex toilets: one with wheelchair access and one with baby changing table. The lighting is operated by motion sensors and switches itself on and off. The hot water is heated at the combi-boiler in the kitchen and users should check all taps are off before leaving. If your group includes small children, please ensure any bins with nappies are emptied into the outside wheelie bins. There is a further toilet with disabled access at the front of the church.



Toolbox

Basic tools are stored in the corridor cupboard between the office and the toilets. If used, please return to toolbox.

Website

Please refer to the church website www.selkirkparishchurch.org for a full inventory of kitchen equipment.

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Checklist on Departure:

- Radiators in hall, kitchen and corridor returned to agreed setting
- Floors swept
- Rubbish taken to wheelie bins
- All taps checked in toilets, nappy bin emptied
- All equipment switched off in kitchen
- Lights and fans off
- Both side doors locked (or as agreed)