
Conditions for use of Father's House premises

Welcome to Father's House. We hope you will enjoy your time here.

Community use of the Father's House premises

It is a part of our vision at Father's House to be a blessing to the wider community in Shaftesbury and so where we are able to, we offer community groups the opportunity to hire rooms.

Church activities will always take first priority and we will not host activities which are in conflict with the Christian gospel and Father's House objectives outlined in its governing document (i.e. "The advancement of the Christian faith and the worship of God").

We therefore reserve the right to refuse requests for hire by groups or for activities which, in the opinion of the leadership of Father's House, are either contrary to these objectives or where we feel they do not reflect our faith and beliefs.

As hirer using the building you are responsible;

- To be aware of and familiarise yourself with the Emergency plan for Father's House, Shaftesbury.
- To carry out your own general safety risk assessment and if deemed necessary provide your own first aiders, additional stewards and such like.
- To familiarise others with the procedures to be followed in the event of a fire, how to operate the alarm, how to identify the alarm sound and the need to evacuate quickly and orderly. To identify those with limited mobility and others who may need special help with evacuation.
- For the security of the premises whilst on site and to leave secure on your departure.
- On leaving to ensure all lights and heaters are turned off.
- To ensure any portable electrical equipment is PAT tested and safe before connecting to the supply.

In the event that there are no Father's House staff present as the responsible person it is your job to call the fire service, identify missing persons, ensure no body is permitted to re-enter the building, liaise with the fire service on arrival, and to call a member of Father's House staff to attend:

Father's House staff emergency numbers

Alistair 01747 855959 Caroline 07870 494062

If you are using the Kitchen you must have previously spoken with Caroline Watkins regarding our health and hygiene policy. You must have a Food Hygiene Level 2 qualification in order to prepare food in the Kitchen. You must also familiarise yourself with Kitchen fire safety and the gas isolation points. Before using any equipment you must be competent and confident to do so.

There is a **NO SMOKING** policy through out the building which extends to covered areas outside (porches, the old loading area etc.) If members of your group wish to smoke they must be well away from the building. If you plan to use candles or any other naked flames for any purpose this must be agreed in writing before hand with the person responsible for fire safety at the Father's House.

Insurance

The Centre maintains adequate insurance including Public Liability. Please treat the property with respect and ensure that windows and doors are locked when you leave and report any issues to a member of staff as soon as possible. You must take care of your own personal belongings and we recommend that you have your own cover for these.

Use of the PA in the main hall

This needs to be agreed with the office in advance.

You must not exceed the **maximum number of people** in any given area.

- The hall must not exceed 400
- The foyer must not exceed 120
- The Dining room 80

I have read the conditions of using the Father's House premises and agree to them

Please sign.....

Name.....

Name of Organisation you represent.....