

St John's Roslyn Church Hall User Guide

Welcome

Welcome to St John's Roslyn. The parish was founded in 1873 and the church in its original form was built in 1880. The hall was built soon after the church and has been added to and altered over the years. A new building connecting the church to the hall, including office space and a meeting room (the Kataluma Lounge) was completed in 2004.

Our hall and lounges are used by the church community and other community groups, and we ask that you help to keep the facility in good condition for everyone's benefit. This Guide provides information about the hall and how to use it. It also gives more detail on how to observe the terms and conditions of hire which you have agreed to, as well as providing other useful tips and guidance to make your use of the hall a good experience.

The key points are:

- Please be responsible in your use of the hall - please respect the hall and lounges, facilities and equipment, and also respect other users.
- Please leave the hall in a clean, tidy and safe condition - this applies everywhere, but especially in the kitchens and toilets. The basic requirement is to leave the rooms and facilities as you found them.
- The hall is run by volunteers - there is no-one to clean up after you! This is critically important after an evening event, as the hall must normally be ready for use by another group the following morning.
- For safety and cost reasons, please switch off all electrical appliances and water taps before leaving the building. No supplementary heating appliances of any kind are allowed.

- The hall and other indoor facilities are strictly no smoking areas. Please ask smokers to smoke outside and to dispose of ash and cigarette butts in a thoughtful manner.
- As a user it is important that you recognise your responsibility for the health and safety of yourself and others using the hall. Those booking the Hall must ensure that there is a clearly responsible person present at all events and that any children (under 18) are properly supervised by an adult. Please take special note of the fire safety instructions. Do not under any circumstances switch off or cover up the emergency lights.

This Guide is aimed at individuals and organisations using or wishing to use the hall. It is designed to ensure that those using the hall get the most from it by;

- detailing some of the terms and conditions of use, especially those relating to sale of alcohol, child protection, fire protection and health and safety
- explaining various operational matters
- providing a range of background information which some users may need or find interesting
- offering an opportunity for feedback

This Guide refers to other important documents which are otherwise available in hard copy or via email. These include:

- Health and safety policies and procedures
- Schedule of charges

Hall Facilities

Please see the hall floor plan at the end of this booklet.

Main Hall

Dimensions: approx. 15m x 10m excluding stage, ceiling height 4m

Can accommodate up to 150 seated at tables, 180 seated theatre style, with a maximum of 200 people allowed in the hall at any one time.

Wooden floor ideal for games, sports or dancing. Heating provided by two heat pumps. Stage area. Access to two toilets. Adjacent to main kitchen with servery hatch facing the hall. Kitchen facilities include two large ovens with gas hobs, range hood, microwave oven, dishwasher,

two fridge/freezers, two sinks, hand basin, cutlery, crockery, kitchen utensils, pots and pans, etc. Piano available.

Kataluma Lounge and Meeting Room

Dimensions: approx. 7m x 7m, ceiling height 3m

Seats 40-50 people depending on layout. Heating provided by a ceiling mounted heat pump. Piano available.

Direct access to kitchen and 5 toilets (including disabled toilet). Kitchen includes kitchen range, range hood, microwave oven, dishwasher, fridge/freezer, cutlery, crockery, kitchen utensils, bowls, pots and pans, etc.

Hettie Robinson Lounge

Dimensions: approx. 4m x 6m, ceiling height 2.5m

Meeting room located to the north of the main hall. Seats up to 35 meeting table style or 45 theatre style.

Heating provided by 2 wall mounted electric heaters. Access to 1 toilet.

Tables and chairs

The hall has approximately 40 trestle tables available for use, each of which seats up to 8 people in comfort. There is also seating (approx. 40 chairs and 39 4-person forms) available for up to 200 people. Please take care when laying out tables and seating and return all tables and seating to where you found them.

Additional resources

Available by arrangement when booking, but with an extra charge in some cases:

- amplification and PA system
- TV and DVD player
- ceiling mounted digital projector and retractable screen
- exercise mats and mirrors for dance/exercise groups.

Storage Facilities

Limited storage is available in the rooms along the western side of the main hall. Please discuss any storage requirements with the parish administrator in advance.

Access to all hall facilities

By car/motorbike/bicycle

Cars, motorbikes and bicycles may be driven or ridden into the church grounds up the main driveway off Highgate. The car park accommodates up to 8 cars. Please advise your group of users that parking is limited. Parking spaces are often available on Wright St. and Tyne St., but are subject to parking restrictions at certain times.

By foot

The main entrance to the hall and other facilities is opposite the car park accessed via the main driveway off Highgate. There are also doors leading outside from near the wheelchair ramp and from the passageway between the main hall and the Hettie Robinson Lounge. Please be sure when using these doors that they are locked before you leave the hall.

Wheelchair and disabled access

Disabled users can enter and leave the hall via the main entrance. There is wheelchair access to the main hall via the wheelchair ramp from the Kataluma Lounge. Wheelchair access to the Hettie Robinson

Lounge is via the external east-facing door between the main hall and the Hettie Robinson Lounge. There is no disabled access between the main hall and the Hettie Robinson Lounge at present.

Keys

Keys will be provided for hall users by the parish administrator. In most instances only one key (a key to the main entrance door off the car park) will be needed as other external doors have internal snib locks. Please be sure to deactivate the alarm with the combination provided immediately after entering the building and to activate the alarm immediately before leaving.

With the exception of the main door leading into the Kataluma Lounge, all other external doors can be unlocked and locked manually from inside the door. Please be sure to check that all external doors are locked before leaving.

Please note that a charge may be made for the replacement of lost keys.

Lights/Emergency Lights

Please switch off all lights when leaving the hall. When the main lights are off, emergency access lights are on at all times. Please do not attempt to disable these or cover them up. This is a serious health and safety matter.

The main light switch locations are as follows:

Kataluma Lounge: to the left of the main external door, adjacent to the ramped corridor leading into the church

Main hall: on the eastern side of the stage

Hettie Robinson Lounge: to the left of the door

Emergency lights and exit signs: under no circumstances should you attempt to turn off or disable the emergency lights or exit signs

Heating

The main hall and lounges are heated by a combination of heat pumps and electric heaters. No supplementary heating appliances may be used. To help keep hall user charges down, please be economical in using our heating appliances and turn them off when that part of the hall is not in use. Please return remote controls for the heat pumps to where you found them.

Toilet and bathroom facilities

The main toilet facilities are located to the south of the Kataluma Lounge through the door adjacent to the library bookshelf. This area also houses the disabled toilet. Additional toilet facilities are located at the southwest corner of the main hall and at the end of the passageway between the hall stage and the Hettie Robinson Lounge.

Please leave our toilets clean and tidy as you have found them..

Cleaning of hall and other facilities after use

As a rule of thumb, please take care to leave our hall facilities in a condition in which you would wish to find them. Remember that you are responsible for cleaning up after yourself and that some groups use the hall immediately after others.

Cleaning equipment including a vacuum cleaner, cleaning fluids, mops, buckets etc. can be found inside the cleaning cupboard to the right of the door leading into the main toilet facilities. Cleaning fluids, cloths etc. can also be found in both kitchens.

Should extra cleaning be required after your group has used the hall we reserve the right to pass on the reasonable cost of such cleaning.

Disposal of rubbish

Small amounts of rubbish may be disposed of in the rubbish bins provided. Recyclable materials should be placed in the recycling bin in the cleaning cupboard. Larger groups that produce large amounts of food or other waste must take it away and dispose of it elsewhere. Flammable or other dangerous waste must be taken away from the premises.

Supervision of Minors

All children under the age of 16 must be supervised at all times by a responsible adult. Children must not be left alone in the premises.

Use of Alcohol

Alcohol may be served and used in moderation. The sale of alcohol is prohibited. No alcohol may be provided to minors unless accompanied by parent or guardian and over the age of 16.

Emergency procedures

The security alarm must be deactivated on entering the church buildings and reactivated upon leaving. The parish administrator will provide the security code to the individual responsible for your group. The security code must not be divulged to any other person.

Meeting point(s)

In the event of an earthquake or fire, the emergency meeting point is in the car park outside the main entrance to the church buildings. Please

inform members of your group of this and other emergency procedures provided to you by the parish administrator.

Should an emergency situation occur while you are using the church buildings, please immediately contact the emergency services on 111 and inform the parish administrator. In less urgent circumstances, requiring police involvement, the Kaikorai Valley Community Policing Centre can be contacted on (03) 477 7717.

Fire Safety Rules and Procedures

All hall users should familiarise themselves with the location of fire exits, fire alarm points and fire extinguishers, and with the fire safety instructions posted in the building. Group leaders should brief themselves and those for whom they are responsible on fire safety and evacuation procedures. Special attention must be given to the requirements of any people with disabilities. The hall is equipped with smoke detectors and fire alarms. The fire alarms are tested regularly, normally when the hall is not in use, so any fire alarm must be regarded as genuine, the hall evacuated and the emergency services summoned unless judged unnecessary. Nobody should take risks by re-entering the building. Hall users must avoid fire hazards such as naked flames and the use of paraffin lamps. No supplementary heaters of any kind are allowed. Electrical sockets must not be overloaded. Stoves must be switched off when not in use and kept under observation when in use. Flammable material must be handled, transported, stored and used properly. Please do not obstruct the emergency exits or attempt to obscure the emergency lighting.

Special instructions for kitchen and other equipment

Detailed instructions on how to use the dishwashers in the two kitchens are displayed on the wall adjacent to each appliance. Instruction manuals for other appliances are available in some cases. Please do

not use an appliance if you do not know how to operate it. If in doubt, please ask.

Energy Conservation

Electricity and gas costs are covered by hall user donations. Please use electricity and gas responsibly and conserve where possible. We have taken various measures to improve energy efficiency in the hall and ask that you contribute to this goal.

Hours of Use

The church buildings must be vacated by 10.30pm or later by prior arrangement. When arranging events or meetings please factor in time required for cleaning up afterwards.

Maximum Number of Users

No more than 200 users may be on the premises for any meeting or other event. In all cases, advance notice must be given to the parish administrator when the number of users is likely to exceed 50.

Insurance

While St John's holds buildings and contents insurance, hall users are responsible for arranging their own insurance cover as required. Any damage caused to the hall facilities or contents must be repaired and paid for by the party responsible.

Contact Details

Parish Administrator:

Margaret McLanachan
4640240 (work) (9am-12.30pm)
021 2169640 (mobile)
4530131 (home)
st.johns.roslyn@xtra.co.nz

Verger (grounds and buildings maintenance): Brian Tegg
027 4135400 (mobile)
4764505 (home)
brianmargaret.tegg@xtra.co.nz

Wardens:

Jane Musgrave
027 485 3726 (mobile)
4847179 (home)
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Fraser Richardson
021 02577898 (mobile)
4667046 (home)
fjrichardson@hotmail.com

Vicarage
Rev Eric Kyte
021 713021 (mobile)
4640230 (home)

Pre-Departure Checklist

Prior to leaving the hall please check:

- ✓ All heating appliances have been switched off
- ✓ All lights have been switched off
- ✓ All kitchen appliances have been switched off
- ✓ You have taken all your rubbish with you
- ✓ Chairs and tables have been put back where you found them
- ✓ All doors and windows are securely closed
- ✓ The security alarm has been reactivated
- ✓ The main door has been locked
- ✓ Where required, all keys have been returned to the key return box