**Rules of Hall Users (2020)**

1. The Hall must only be used for the purposes and periods of hire specified in the Hiring Agreement. If the Hirer wishes to make changes to the purposes and periods of hire, this must be raised with the Hall Manager and a revised or separate agreement made.
2. As the Church Hall is managed on behalf of the Parochial Church Council (PCC) of St Paul’s Church all letting activities must be of a nature that does not conflict with its Christian ethos and purposes.
3. The Hall is not licensed for the sale of alcohol and therefore alcohol may not be sold on the premises. If a Hirer wishes to run a bar or sell alcohol, the Hirer should obtain a license from Enfield Council.
4. The Hall may not be used for the performance of plays, shows, dancing or singing, or for the holding of dances or discos, to which members of the general public are invited, without the written permission of the Hall Manager.
5. For fire regulation purposes, the maximum number of persons permitted in the Hall at any one time is **120**. \*PLEASE see below for the latest COVID restrictions.
6. The front doors and front porch and fire exit doors and corridors on the South side and the North side must be kept clear of all obstacles (including tables, chairs, prams, bicycles and mobility vehicles) at all times as these are the escape routes in the event of a fire or other emergency.
7. Portable gas appliances, Liquefied Petroleum Gas containers, fires, inflammable chemicals or materials, barbecues, deep-fryers, or other equipment involving the use of a naked flame must not be brought into the Hall. Candles on a cake, or tea lights in protective holders may be used, at the users’ entire risk, provided that great care is taken to ensure that no fire is caused, and that they are extinguished as soon as possible.
8. Smoking and vaping are not permitted in the Hall.
9. No electrical appliance or power socket may be altered, modified or tampered with in any way.
10. Any electrical equipment needed for the agreed purposes of hire, may be brought into the Hall provided it is in good condition and does not pose a risk of electrocution or fire. Do not use equipment with damaged casings or cables, or which smells of burning. Ideally, it should have been PAT tested within the last 12 months.
11. When you are playing music, please do not have the sound too loud. Keep the sound down to a comfortable level, so that no harm is done to the hearing of people in the Hall, and so that local residents are not disturbed or annoyed.
12. Please be polite to local residents, and try to maintain good relations with them. Please comply with local parking restrictions, so that the access of local residents to their homes is not blocked or restricted in any way.
13. All damage and breakages must be reported to the Hall Manager. A charge may be made for the replacement of broken items.
14. Please take good care of the Hall for the benefit of all users. Do not stick anything to the walls, as removal will pull the paint off. Do not stick or pin anything to the doors as this will damage them. Notices may be attached to windows and doors with blu-tack on a temporary basis, but not to walls.
15. When vacating the Hall, please leave it in a tidy state. During COVID, please put used tables and chairs in front of the stage for cleaning, unless you are undertaking the COVID clean yourself. Put litter and waste in the bins, and sweep/mop the floor if necessary. **Leave the Hall in a state that you would like to find it in.** Please check the kitchen to ensure that the taps are turned off (as we are on a water meter), the gas controls are in the off position and the glass tops are down, and the windows are closed. Please check that the windows in the Hall are closed and fastened. If you have turned off any radiators, please turn them on again. Check the toilets to ensure that they are tidy, the loos are flushed if necessary, that all taps are off, and windows closed and fastened. Ensure that all external doors are closed and locked. These steps are necessary for the security of the building and to ensure that the Hall insurance policy is not invalidated.
16. All the hirer’s equipment and belongings must be removed from the premises at the end of the hire, unless the Hall Manager has agreed otherwise.
17. The PCC accepts no responsibility for the loss of personal possessions brought into the Hall, or for injury sustained to any person whilst the Hall is under the control of a hirer. The Hall Manager, however, should be informed of any accident or injury occurring without delay, so that he can ensure that the Accident Book has been completed and witness statements obtained. The Accident Book is kept in the First Aid Box which is in the kitchen
18. Fire extinguishers are located in the main hall and kitchen, and a fire blanket in the kitchen. Hall hirers should familiarize themselves with this equipment, and with the Evacuation Plan which is displayed in two places in the main hall. In the event of a fire, evacuate the building immediately, and then call The Fire Brigade. When you have done that, please call the Hall Manager.
19. Please call the Hall Manager on 020 8361 4842 in the event of an accident, emergency, equipment failure, or any other problem as soon as it is safe to do so.

Many thanks for your cooperation

**Covid19/Coronavirus Update:**

As the circumstances of Hall Users vary, each group is expected to undertake its own Risk Assessment and update its Health and Safety or Safeguarding Policy accordingly.

No one must enter if you or anyone in your household has COVID-19 symptoms.

If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace. Alert the hall manager too on 07599 247000 and alert the organiser of the activity you attended.

The following Guidelines should be adhered to as closely as possible:

Maximum capacity for groups will vary according to activity but social distancing should be practiced, with guests maintaining a distance of 2m where possible and 1m with additional mitigating actions where 2m is not possible in line with Government guidance. Chairs should be spaced accordingly.

Good hand hygiene practice should be actively encouraged with increased frequency of hand-washing with soap.

Where appropriate, opening windows and doors to allow extra ventilation is encouraged. Please take extra care that these are locked again before you leave.

The double doors at the entrance of the hall should be opened for arrivals and departures to prevent a pinch point.

Where possible, each chair should only be used by one guest to minimise hand-over-hand contact.

Activities will vary according to group but hand-over-hand contact should be minimised where possible (eg: providing individual resources).

Hall users are encouraged to bring their own hand sanitiser and antibacterial wipes to ensure a plentiful supply during their rental period.

Regularly touched surfaces such as light switches, toilet flushes, door knobs, tops of hand sanitiser dispensers and table surfaces should be wiped with increased frequency to reduce risk of infection.

At the end of the rental, all used furniture should be pushed to the floor area in front of the stage so the cleaner can see which items need more thorough cleaning.