

MANVERS STREET BAPTIST CHURCH
ROOM BOOKINGS - FULL TERMS AND CONDITIONS

GENERAL INFORMATION

All room hire enquiries are to be made through the Office Administrator or Centre Manager, contacted via email at office@msbcbath.org or phone on 01225 461600.

Provisional bookings must be confirmed within 7 days of the enquiry. Confirmation of your room hire will be sent to you via email on return of the completed booking form.

Please note that rooms are not available on Sundays, Bank Holidays or Public Holidays.

If a room is booked on a regular basis it is important to let the Office Administrator/Centre Manager know ALL holiday dates such as half-term, Easter, Summer recess etc.

OPEN HOUSE 'CAFÉ AT THE CENTRE'

Manvers Street Baptist Church operates the Open House Café, run by volunteers from Mondays to Fridays from 10.00 am to 2.00 pm, for the sale of snacks, light refreshments and drinks.

PART ONE – PERSON OR GROUP DETAILS

The booking form must provide the name and mobile phone number of the Group's Covid responsible person (if the person making the booking is not acting in this capacity). The Covid responsible person must ensure each group member complies with the government guidance and keeps a register (name and phone number) of all those who attend the meeting. Any group member who does not comply cannot attend the meeting. The Covid responsible person **MUST** either

- a) take the register and store it at home for a minimum of 21 days (the register must NOT be handed in to the office) **OR**
- b) ensure group members scan the Track and Trace QR code that is available throughout the building.

If a Covid case is reported to the Covid responsible person, they must notify all group members on the register **and the office** via email (office@msbcbath.org) and/or Dave Twine, Centre Manager (manager@msbcbath.org).

- (c) ensure the furniture used is wiped down with the cleaning materials provided.

- (d) Ensure the room is well ventilated.
- (e) Ensure group members wear masks in communal areas.
- (f) Ensure group members DO NOT congregate in hallways, stairways etc

If you are completing the booking form on behalf of a group, it is your responsibility to ensure that a room of sufficient size is booked so that your group can comply with current Government social distancing guidelines (see Covid room capacity sizes below). You MUST ensure that you notify MSBC office via email – office@msbc Bath.org - of the name and mobile number of the Covid responsible person. You confirm you have made the Covid responsible person aware of the various rules governing the use of hired rooms, including strictly adhering to social distance regulations. Any problems or concerns should be made known to the Centre Manager or Office Administrator.

Damages, breakages, missing or faulty items should be reported to the Office Administrator or Centre Manager as soon as possible.

At a later date, the church premises will be used by many different people every day of the week who have differing needs and expectations. Some may be meeting as part of their daily therapy. The Church will once again gather daily for prayers in the Sanctuary as part of its ongoing life; this small gathering will, from time to time, pray for your group meeting on the premises.

PART TWO – ROOM DETAILS

Please read the Covid Room Capacity information below to help you decide which room is the appropriate size to book for your group. Please contact the Office Administrator (office@msbc Bath.org) or Centre Manager (manager@msbc Bath.org) to arrange a site visit if necessary.

BASEMENT:

Ladies, Gents and Disabled toilets. There is a baby changing facility in the disabled toilet. There is ramped access for buggies and wheelchairs.

Somerset Room	2m social distancing – maximum 30 people
	1m social distancing – maximum 80 people
Southgate Room	2m social distancing – maximum 6 people
	1m social distancing – maximum 16 people

Milsom Room 2m social distancing – maximum 16 people
 1m social distancing – maximum 36 people
 piano – curtains for blackout

Kitchen MSBC prefers groups to obtain refreshments from the Café (**open Monday – Friday 10am-2pm**). However, for groups meeting outside these hours to assist MSBC continue to be a Covid secure building, **NO MORE THAN THREE people can use the kitchen at one time.** **Please note** MSBC will provide hot water **ONLY** as all crockery and cutlery will **NOT** be accessible. Therefore groups **MUST** bring their own single-use equipment (disposal cups, stirrers/teaspoons etc) and dispose of them in the waste bins provided.

FIRST AID BOX

There is a First Aid Box situated behind the Room Bookings board on the Ground Floor. marked with the “First Aid” logo.

GROUND FLOOR:

Ladies, Gents and Disabled toilets. There is a baby changing facility in the disabled toilet. There is ramped access for buggies and wheelchairs

Pulteney Room 2m social distancing – maximum 8 people
 1m social distancing – maximum 20 people
 piano. Curtain for room “blackout”

Coffee Lounge **Only available when the café is not in operation.**
 2m social distancing – maximum 15 people
 1m social distancing – maximum 21 people

Sanctuary This is the Church’s centre for worship. Occasionally your bookings may have to be cancelled or rescheduled (if possible) for church events. .

2m social distancing – maximum 40 people
1m social distancing – maximum 88 people

TOP FLOOR: unsuitable for those unable to climb steps.

Unisex Toilet

Widcombe Room 2m social distancing – maximum 4 people
 1m social distancing – maximum 12 people

Quiet Room 1m social distancing – maximum 4 people

Lyncombe Room 2m social distancing – maximum 4 people
 1m social distancing – maximum 6 people

PART THREE – ADDITIONAL REQUIREMENTS

The Church has various items of equipment that can be used by groups. These are detailed on the booking form and must be requested at the time of booking. They are subject to availability (another group may have previously requested them or they may be required by the Church). A small covering charge is made for these items and room hirer/users MUST wipe down all equipment used with the cleaning materials provided.

You may bring your own equipment into the rooms, as well as hot/cold drink in containers, but you must ensure they are removed at the end of your meeting and all spillages are wiped up. No surcharge will be made for bringing your own equipment and we accept no responsibility for loss or damage however this may happen.

The Church -has a Lost Property box. No responsibility can be taken for lost articles. After one month unclaimed property is donated to charity.

PART FOUR – BOOKING CONFIRMATION

On the Booking Form you will be asked to sign a declaration on behalf of your group. It is your responsibility to ensure that your group and its leader is aware of the following Conditions and Fire Procedures.

PART FIVE – CONDITIONS

The person making the booking is responsible for making good any damage sustained to Church property.

Responsibility for the movement of furniture must be taken by the room hirer and care must be taken not to scour the floor by dragging the furniture or equipment.

When using any of the rooms, the following points are to be noted:

Do not exceed the maximum number of people for the room in accordance with the Covid social distancing guidelines above.

Each group must tidy the room after use and wipe down all furniture used and return it to its original place.

Dispose of all rubbish in the appropriate section of the pedal bin provided.

Ensure all windows are closed and lights are switched off.

If you have turned off radiators, ensure that they are turned back on.

It is important that you tell the Office Administrator or Centre Manager the exact time that you will require the room. A small amount of time will be allowed for setting-up and clearing-up, for which you will not be charged.

Room hirer/users MUST wipe down all furniture using the cleaning materials provided and placing used materials in the pedal bin provided.

There is a NO SMOKING policy throughout the premises.

No alcohol is permitted to be consumed or brought onto the premises.

The Church premises are used by many different groups. Each group must be responsible for its own equipment and possessions. The Church cannot be responsible for lost or stolen items however this occurs.

The Church DOES NOT PROVIDE parking facilities for groups. Those who need to park on an occasional basis may apply for a daily visitor's pass to display on their windscreen. A fee of up to £8 per day or session will be required. The issue of a pass is at the discretion of the Church and does not confer the right to a parking space.

A Ten minute 'grace' period is allowed for setting down/picking up individuals or equipment.

There are two public car parks nearby. Please do not use private parking, such as Royal Hotel, adjacent to the church. Please be aware that unlawful parking in private areas may cause you unnecessary problems including the possibility of your car receiving a penalty notice by a third party company that monitors the car park.

The Church accepts no responsibility for injury or loss to person or property arising from use of the Church premises unless such injury or loss arises as a result of the Church's responsibility for health and safety. The group leader will keep the Church indemnified against any claims for which the Church is not responsible.

Closed Circuit Television cameras (CCTV) are in use in the building. These are for the safety and security of staff and room users. Recordings are NOT retained except when it might be necessary to follow up on a specific incident.

HIRING CHARGES AND PAYMENTS

The Church reserves the right to alter these charges at any time. Room charges include the standard heating and lighting provided, with any additional requirements subject to a surcharge.

Prompt payment of charges would be appreciated. Payment should be made by electronic transfer or cheque. **NO CASH PAYMENTS CAN BE ACCEPTED UNTIL FURTHER NOTICE.**

Cheques should be made payable to: **MANVERS STREET BAPTIST CHURCH**

and sent to : Centre Administrator
Manvers Street Baptist Church
Manvers Street
Bath
BA1 1JW

Or put through the letter box of the Centre Administrator's office (clearly marked ROOM LETTINGS, with the Group Name, date and amount paid).

You will be charged in full if you do not give 24 hours notice of any cancellations (office@msbcbath.org).

FIRE ALARM SYSTEM AND PROCEDURES

An automatic fire alarm system has been installed throughout the Open House Centre. Julian House and Off the Record have their own dedicated fire alarm systems.

Throughout the Open House Centre there are smoke and heat detectors that will trigger the alarm system when the presence of smoke or heat is detected. There are Call Points (coloured red) situated at all emergency exit routes. Adjacent to these Call Points are the procedures you should take if you discover a fire or if you hear the fire alarm, which is a continuous sounding bell.

The following notes amplify the Call Point instructions:

If you discover a fire, sound the fire alarm by pressing the black dot in the window of the nearest red Call Point.

Dial 999 and ask for the Fire and Rescue Service. There are a number of landline telephones in offices; but the offices may be locked so it will be quicker for someone to use their personal mobile phone.

The telephone operator will probably ask the name and address of the building.

The response should be: **Manvers Street Baptist Church, Bath, BA1 1JW**

Note: There is NO street number

Leave the building as quickly as possible by the nearest emergency route as indicated by the green exit signs; do not stop to gather up your belongings. The last person leaving a room should close the door. Proceed to the Assembly Point, which is the
SIDE ROADWAY ADJACENT TO THE VIRGIL BUILDING
(next to the car park).

Report your presence to the 'Responsible Person' in your group.

NB Each group must have a 'Responsible Person' every time they meet.

DO NOT return to the building unless told by your Group 'Responsible Person' that it is safe to do so.

If you hear the fire alarm leave the building as quickly as possible.

Fire extinguishers are strategically placed throughout the Centre. There are diagrams on noticeboards at each floor level giving the position of fire extinguishers and Call Points, as well as fire evacuation routes. You should make everyone aware of this information.

You may attempt to put out a small fire by using an appropriate fire extinguisher. You should only do this if you think it is safe to do so.

Adjacent to each fire extinguisher is a label indicating the contents of the extinguisher (water, foam, carbon dioxide, abc powder) and details of the type of fire for which that extinguisher is safe to use. Kitchen areas also have a fire blanket with similar instructions.

If you are not sure of the type of fire **DO NOT** use an extinguisher.

If you have any questions regarding fire procedure, please refer them to the Open House Centre Manager - Dave Twine on 01225 461600.