

# Ferryhill Parish Church

## Information on Letting Halls/Church (2018/19)

**Are you looking for a space in which your group or organisation can meet or a venue for a special event?** Ferryhill Parish Church provides a range of different options from large halls to smaller meeting rooms, all with modern facilities.

### FERRYHILL PARISH CHURCH FACILITIES

Ferryhill Parish Church is located on Fonthill Road in Aberdeen and all rooms for let are based out of the main church building. There is disability access for all ground floor lets and all lets provide adaptable and modern facilities.

### BOOKING THE USE OF HALLS

The Hall Letting Officer will provide the required letting agreement form for completion and signature. When booking please make it clear which hall(s) or areas are needed, including kitchen or any other facilities. If use is to be regular, please indicate for how long regular use will continue and if there will be any breaks due to holidays.

### CHARGES FOR HIRE OF CHURCH HALLS

For outside bookings on a sessional basis of up to 3 hours. [Price as of September 2018]

#### Large Hall

The Large Hall (7.9m x 14m) located on the ground floor of the church, has wood flooring, a built in sound system, AV equipment, cupboard spaces, and a hatch to a fully equipped kitchen. This hall can comfortably fit 120 people. Chairs and tables are available. Wireless internet provision is available.

Single event: £95      Regular use: £45

#### Small Hall

Located up a short flight of stairs, the Small Hall (8m x 9.8m) can hold up to 70 people comfortably. Chairs and tables are available. An adjoining pantry (no food prep) is available upon request. A fitted screen for projection is available.

Single event: £75      Regular use: £40

#### Sanctuary

Our beautiful Sanctuary has a full AV and sound system and can seat up to 450 people when utilising the additional gallery space. Use has to be agreed with the Minister.

Single event: £195      With use of foyer: £245      Rehearsal: £100

#### Upper Room

Perfect for smaller meetings, the Upper Room holds up to 20 people and comes furnished with tables, chairs, white board and wireless internet.

Single event: £29      Regular use: £18

#### Foyer

The foyer offers flexible seating and is the ideal space for reception or for a coffee and tea break. Tables and chairs furnish the area with access to both Sanctuary and Atrium.

Single event: £95

#### Additional Booking Charges

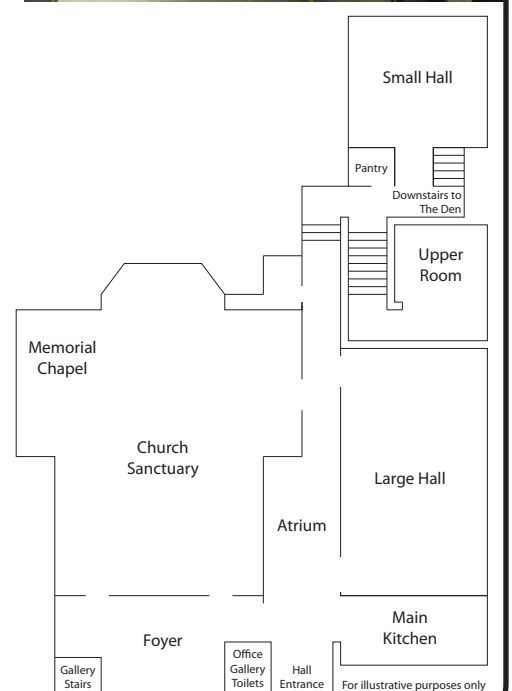
Kitchen: £75      Large Hall and Foyer with Kitchen: £190  
Large Hall with Kitchen: £140      Small Hall and Pantry: £90

### CONTACT INFORMATION

**Hall Letting Officer**      Kevin Haggart      [bookings@ferryhillparishchurch.org](mailto:bookings@ferryhillparishchurch.org)  
01224 869749  
**Church Caretaker**      David Fryer      [caretaker@ferryhillparishchurch.org](mailto:caretaker@ferryhillparishchurch.org)  
**Stewardship Team Convener**      Aileen Swarbrick      [stewardship@ferryhillparishchurch.org](mailto:stewardship@ferryhillparishchurch.org)

**Link Elder:**      Email:  
Phone:

Ferryhill Parish Church of Scotland is registered in Scotland as a charity (SC010756).



## THE LETTING CALENDAR

The Letting Calendar is displayed on the notice board outside the kitchen door.

All meetings and events (including regular weekly ones) held by an organisation both within and outwith church premises must be entered but please note an entry does not constitute the booking of a hall. Bookings must be made through the Hall Lettings Officer. It is important that all events (with times) be included in the calendar to avoid double booking, to ensure that heating is provided and to enable information about events to be promoted through the Church.

## STORAGE

Organisations with allocated storage space will be responsible for cupboard keys and for maintaining an inventory of equipment stored in cupboards (in the event of an insurance claim). It is expected that there will be co-operation and mutual sharing of space and equipment. If an organisation has more cupboard space than needed, the Caretaker should be informed so that it can be made available for others. The Stewardship Team will conduct a review of the use of cupboard space from time to time and if necessary recommend adjustments.

## LARGE HALL STORAGE FACILITY

All equipment must be stored neatly and in the correct place to prevent inconvenience to any user. In this regard please follow any instructions that may be posted in the store from time to time by the Stewardship Team. If used or moved, chairs and tables must be stacked and replaced in their original position on the stands provided. Tables must be cleaned if soiled. No large piece of equipment should be acquired by any organisation without the prior approval of the Stewardship Team.

## EQUIPMENT AVAILABLE

The kitchen is available for use by all organisations, but supervision must be by a certificated individual. When booking, please make it clear if kitchen use is required.

Various items of Audio-Visual Equipment may be available for use by organisations (but not included in letting agreements). Approval for their use must be sought from the Caretaker preferably one week in advance of date of use. Those using TV and Video equipment must get clear instructions on use from the Caretaker.

## PHOTOCOPYING

Photocopying (black or colour up to A3) is available to organisations at a competitive rate per copy. Items for copying should be left in the Church Administrator's pigeonhole. An account will be issued at the end of December.

## GENERAL GUIDANCE FOR THE USE OF HALLS AND ROOMS

**NO SMOKING IS ALLOWED IN ANY PART OF THE CHURCH PREMISES.**

**ALL HALLS INCLUDING THE KITCHEN MUST BE LEFT TIDY**

Halls must be swept after use. (Brushes etc. can be found in the cupboard in the hall entrance area, and in the pantry)

### KITCHEN AND FOOD PROVISION

The kitchen will be clean and tidy ready for use and must be left in that condition. Unused food must be removed and the bin totally emptied. Terms and conditions of let for Tenants regarding food provision must be understood and strictly adhered to so that Health and Safety regulations are met.

**ANY DAMAGE** to property, furnishings or equipment must be repaired or replaced. Any such damage as well as faulty equipment should be reported immediately to the Stewardship Convener / Caretaker by the leader of the organisation.

**SECURITY** All users must secure the main hall door when their meeting is in progress. There is a bell to gain admittance and a spy hole to check who is outside. Before leaving, users must ensure that all doors are securely locked and that all lights & heaters have been switched off.

**THE LAST PERSON TO LEAVE THE HALLS** must ensure that the main hall door is secure.

### KEYS FOR THE MAIN HALL DOOR

A list of key-holders is kept by the Stewardship Team to ensure security. Keys are available for organisations at a deposit of £20.00. The key remains the property of Ferryhill Parish Church and on return the deposit will be refunded. Whenever the key holder of your organisation changes, you must immediately inform the Stewardship Team.

## FIRST AID

First Aid Boxes are signposted in the following locations: Vestry, Kitchen, Pantry, Atrium, Foyer. There is an Accident Reporting book in the Foyer in which minor incidents should be recorded. Each organisation must ensure they have a First Aider available.

## REFUSE COLLECTION AND RECYCLING

We are an "Eco Congregation" and therefore committed to recycling. The store in the Hall Vestibule contains recycling boxes and bags and these should be used for the appropriate waste. Please do not overfill the black wheelie bins. Organisations should dispose of large waste items themselves.

## FIRE PRECAUTIONS & EVACUATION PROCEDURES

These guidelines from Grampian Fire Brigade must be observed at all times in order to comply with the requirements of licensing legislation.

1. On entering premises, switch on hall and church emergency lighting. Lights are located under the emergency panel beside the large hall door; the operating key is on the chain. If the church is being used for other than worship, four illuminated signs must be switched on (and switched off at the end.) Switches are located in the east and west porches, and at the top of the stair leading to the balcony (switches outlined in RED).
2. Check that all fire escape routes in the areas that you will be using are clear of obstructions. If the church balcony is to be used, check that the east and west stairs are clear of items such as wheelchairs and book trolleys. Nothing must obstruct free exit through any doors. This includes the exit via the Polmuir Road porch. Memorial Chapel chairs must therefore be placed in such a way as to allow wide enough space for exit. This is particularly important when a concert is taking place, and instrumentalists may be using the chapel area.
3. Be familiar with the location of all fire extinguishers. They are as follows: Foyer (foam), Sanctuary Polmuir Rd exit (foam), Kitchen (powder), Atrium near entrance door (foam), Sanctuary apse near vestry (carbon dioxide), Pantry (powder), Kitchen and Pantry (fire blankets).
4. Be familiar with fire alarm points which are small glass fronted boxes, clearly marked with the appropriate signs, and bearing a number, which is used in recording weekly fire alarm tests. These are located as follows: 1. Foyer, 2. Hall vestibule, 3. Pantry, 4. Boiler room, 5. Fire escape lower level, 6. Basement hall.
5. Be familiar with the location of telephones situated inside the kitchen door and in the pantry. A public call box is situated in Fonthill Road outside the Cowdray Club.
6. Be familiar with preferred escape routes from various parts of the building. Note: the fire escape door from The Den has a slip bolt for security purposes. To meet the requirements of the Fire Brigade, it is essential that this bolt be withdrawn prior to occupancy and replaced at the end of the session. In the event of evacuation, the assembly point is outside the Cowdray Club on Fonthill Road.
7. Escape routes: escape passage from the lower area outside The Den and archive room is delineated by yellow lines painted on the floor. Storage of items in this area is discouraged but any items in this area must not encroach on the marked area. The Upper Room doors are fire doors and must not be wedged open. The escape door to the outside beside the pantry must always be kept clear.
8. All users are required to carry out fire drills at least once per session (autumn, winter and spring). Details must be logged in the record book which is kept in the bottom right-hand drawer of the desk in the Foyer (under the cash register). Each organisation will have a specific sheet to complete. This book will be inspected regularly and non-compliance will result in appropriate action agreed by the Stewardship Team.
9. Fire Alarm testing will take place weekly, using a different call point in rotation. Tests are logged in the record book, which is also kept in the drawer of the desk in the Foyer. Emergency Lighting is tested at six-monthly intervals, and certified annually by an electrician.
10. Fire Marshalls: Each organisation must appoint at least two Fire Marshalls whose duties will be to know who is present, and who will take a roll call in the event of any emergency. Names of Fire Marshalls will need to be registered with the church, and a form is available for this purpose from the Hall Letting Officer. In the event of an evacuation, one Fire Marshall is to be stationed at the foot of the emergency stair beside the pantry, to direct people through the garden, into the private car park, and via the lane to the assembly point.

To assist users in meeting the safety requirements, a Fire Safety Team appointed by the Stewardship Team will be responsible for advice, assistance and checking on compliance with regulations. These representatives can supervise fire drills on request, and have the right to call fire drills without notice. It is intended that this would cause minimal disruption to an organisation and would be planned as far as possible to meet the needs of the organisation. The Team will have the authority to forbid further use of the premises by any organisation that fails to respond to the spirit of the intent of these procedures, until it does comply. This is intended to ensure the safety not only of the organisation, but also of all users and to protect the church premises.