

OLD CHURCH ROOMS

FOR THE ATTENTION OF ALL HALL USERS

CONDITIONS OF LETTING

On behalf of your Organisation/group we require you, the USER, to be aware of your responsibilities whilst occupying the Old Church Rooms. This list is not exhaustive and is given as a guide to good practice and we would ask that you comply with the following requirements.

USERS must be aware, and make their members aware, of all FIRE REGULATIONS and the escape routes in the event of fire. All Fire doors must be clear and unlocked whilst the hall is in use. When leaving the hall the fire doors must remain closed.

1. EQUIPMENT owned by the Hall Management Committee may be used but MUST be returned to the appropriate storage area and not removed from the premises. ALL Breakages must be reported to a member of the committee.
2. The GAS HEATING system controls have been preset and must not be changed by unauthorised personnel. If you have difficulties with the heating call contact names below.
3. When leaving the building, please make sure that all LIGHTS and other electrical appliances are switched off and left safe. (Toilet and kitchen lights are on automatic switch.) Outside DOORS should be closed and locked.
4. BOOKING times should be agreed with the Booking Officer and be adhered to. Any change of arrangements should be notified accordingly.
5. FLOORS should be cleaned relevant to their surfaces. Cleaning equipment can be found in the cleaning cupboard next to the toilets.
6. NOTICES and DISPLAYS should be kept to the appropriate wall boards and not overhang the board area.
7. CHILDREN must not use or be allowed in the kitchen area.
8. Please leave the hall TIDY and in a condition in which you would like to find it. Check TOILET areas for cleanliness. Tables and chairs should be stacked on the appropriate trolley in the cupboards.
9. PLEASE TAKE ALL WASTE HOME (New Local Authority Refuse Conditions)
10. KEEP MAIN DOOR Secure – There is a bell for callers alongside the code pad.
11. ALL REGULAR BOOKINGS will be charged unless 14 days notice is given and is rebookable. Contact details are via the Website, by email or phone.
12. The main door is opened with a code number, which will be provided on payment one week prior to the booking. Payments can be made by bank transfer – R&MCC OCR Account 09222723 Sort Code 53-70-30 or by cheque.
13. Group users should have their own Public Liability Insurance.

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