



Information Pack for Room Hirers

Introduction

We hope you enjoy using our premises. Dorridge Methodist Church and Community Centre is used for a wide range of activities and we rely upon your co-operation to keep the premises secure, clean and tidy so that everyone can use their booked rooms in comfort and safety.

Please remember that alcohol or gambling is not permitted anywhere on the premises.

The information below is designed to help you make best use of our premises and should be read with the Room Hire Agreement.

Furniture

Enough chairs are generally available in each room. You may borrow chairs from other rooms if needed, please use the chair trolley located in Room C at the rear of the premises. Please return moved chairs to their original location at the end of the hire period to avoid inconvenience to other users.

Tables for general use are available from Room C. Please take care when moving these to avoid injury to yourself or fellow users. Again these should be returned and stored in Room C at the end of the letting. The meeting tables in Rooms 1 and 8 are heavy and will be put out in advance for specific meetings when required.

Facilities

Toilets are clearly marked and are shown on the plan at the end of this booklet.

Disabled and Baby changing facilities are available in the room next to the Ladies toilets.

Your booking confirmation will show if use of the kitchen is included for making hot and cold beverages, use of the microwave and the dispensing of precooked light refreshments brought onto the premises by yourselves is permitted. Use of the kitchen for preparing and cooking food can be arranged by agreement. Kitchen hygiene regulations must be adhered to at all times as we are inspected by the Local Authority on a regular basis

All items used should be washed, dried and returned to their correct location as identified on the cupboards and drawers.

Car parking is available. In the unlikely event of the car park being full, on street parking is available near the building, please park with due consideration to our neighbours.

Please check method of access to the building at the time of booking and if you are a key-holder remember to lock up at the end of the hire period as well as turning off heaters and lighting.

Use of The Church Worship Space

If your booking includes use of the Church itself (or part thereof) please use it respectfully and in particular please avoid using the 'sanctuary' area (raised green carpeted area) and the furniture thereon (including moving it) unless this has been agreed beforehand with the Bookings Secretary or the Minister.

Your Safety

Fire

Any person discovering a fire should notify other people on the premises by breaking the glass on any of the FIRE ALARM buttons situated near the Fire Exits and shouting FIRE

All people on hearing the FIRE ALARM are to leave the Church premises and assemble at the far end of the Church Car Park

Call the Fire Brigade by Dialling 999 and give the address
DORRIDGE METHODIST CHURCH CENTRE, MILL LANE, DORRIDGE, SOLIHULL, B93 8NY.

Only try to extinguish the fire by using the appropriate fire extinguisher or fire blanket if you are trained in the use of the equipment and without compromising your own safety

If the fire alarm has gone off by mistake, please contact those people shown on the contact list at the end of this document for reset instructions

Accidents

First Aid kits are in the following areas: Kitchen and Vestibule (front of the Church).
These first aid kits have been provided for the people using the Church premises in the event of an injury. If dressings are used from the first aid kits, leave a note to the effect in the first aid box, so that the dressings can be re-stocked.

The accident book is located by the rear doors opposite the kitchen and should be completed for any injury.

Any injury, faulty equipment or damage to the property should be reported to the names shown under contact information as soon as possible

Electrical Items

Any such items brought in for use on the premises should have been safety checked and are used at your own risk.

Heating

The church and hall are heated by the main boiler which is pre-programmed on a weekly schedule reflecting the times of actual bookings.

Manually operated gas heaters independently heat all other rooms, excepting the Prayer Room which has an electric heater. For the convenience of users, the gas heaters are left permanently on pilot; to use simply follow the instructions adjacent to each heater.

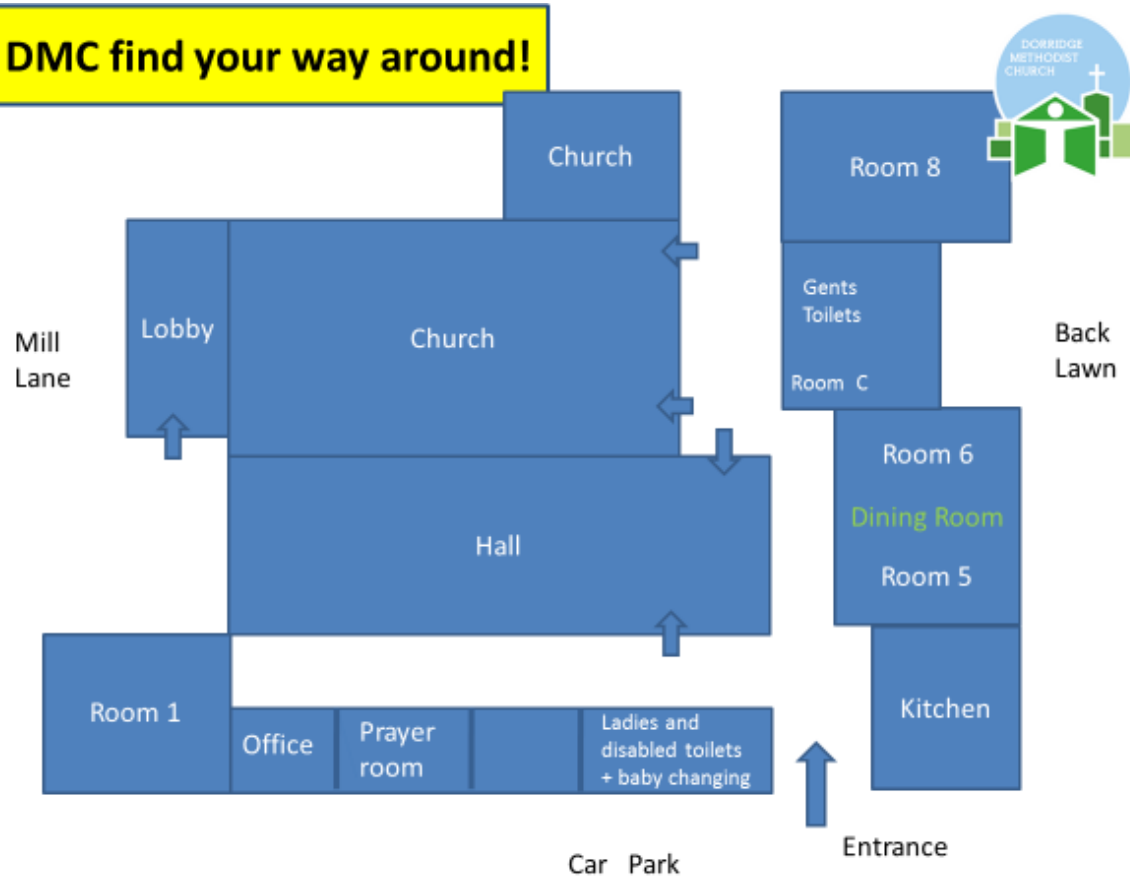
On vacating the room turn down the knob to the minimum setting; do not turn off the pilot light. Please also make sure that furniture is not stored in front of the gas heaters as we do not want to test the fire safety arrangements!

Parking At DMC

DMC has capacity for 50 cars in its on-site Car Park, which in most circumstances is sufficient to accommodate users of the building; however, from time to time DMC's Car Park may become full requiring users to park elsewhere. All users of DMC's facilities are effectively temporary neighbours to the surrounding residents and as such it is important for good relationships with our neighbours that everyone shows due consideration when it comes to parking. To help with this aim please follow the parking guidelines below when visiting DMC.

1. If there is room on DMC's car park, please use that first and please park within the markings so as not to take up more than one space.
2. Unless specifically instructed otherwise, please keep the bays that are marked for disabled users free for those who need them.
3. Mill Lane is a bus route, so to keep the traffic free flowing please park on the Church side of Mill Lane only (there is room for about 6 cars on the road outside the Church itself).
4. There is also on-road parking available within 100 -200 yards of DMC as follows:
 - a. Oakhall Drive on the left just past the Church (no waiting restrictions)
 - b. Poplar Road (waiting restrictions 9am-11am and 2pm-3pm to stop all day parking). To assist flow of traffic please (if possible) park on the Church side only and avoid parking closer than 20 metres prior to the junction with Mill Lane.
 - c. Hanbury Road (30 yards from the top of Poplar Road). There are waiting restrictions on one side of the road 8:45am – 9:15am and 2:45pm – 3:45pm
5. Although it is very convenient, please don't park in the cul-de-sac opposite the Church (Enderby Close), this is a very tight space so residents don't have much room for their own cars and have been previously been blocked in by DMC users.

DMC find your way around!



Dorridge Methodist Church
135 Mill Lane
Dorridge
B93 8NY

www.dorridgemethodists.org.uk

Contact Information

Names and Phone Numbers that you may find useful are as follows:

Lettings Secretary: Steve Taylor
Tel: 07522 464067

Property Co-ordinator: Tel: 07768 421006

This Property User Guide is effective from 1st January 2018