

# St Nicholas Church Hall, Elsfield Road, Marston, OX3 0PR

## Information for Users

### Bookings

Alison Edwards, Parish Administrator.

Office hours – Monday morning, Tuesday and Friday morning

Tel 01865 580354 (if no answer, please leave a message)

Email administrator@stnicholasmarston.org.uk

### Payments

Make cheques payable to "Marston Church Properties" and deliver to The Vicarage, Elsfield Road, Marston, Oxford OX3 0PR. Or make a bank transfer to:

Account name        Marston Church Properties

Bank                 Barclays Bank

Sort Code            20-65-21

Account Number    20623040

### Keys

The door has a digital lock. Instructions and code will be sent with your booking.

### Equipment

If you would like to use any of our equipment: keyboard, extension lead, computer projector and screen, copier, printer, table tennis etc please ask when booking.

### Cleaning

The hall is cleaned each week, but not between every letting. Therefore it is appreciated if you leave the hall and toilets clean and tidy. In particular clear away any materials which could be hazardous to children. Cleaning equipment is kept under the stairs. Other materials, toilet rolls, towels etc are kept in the kitchen cupboards. If bins are full, empty them into the dustbin outside the hall. If you create a large amount of rubbish, take it away. Do not overfill the dustbin or leave bags next to it. We may charge extra if rubbish is left.

### Heating

The gas heaters are best for normal use. Just switch on to start. The wall heaters may be used in exceptionally cold weather. Turn off all heaters by the end of your session. The cost of heating is included in the rental, but we will charge extra if they are left on!

### Water heaters

Instant hot water is available in the kitchen and toilets. Take care, it may be very hot. Boiling water is available in the kitchen for making tea and coffee. Take especial care, this is extremely hot! It should be left on "Standby" Press the left hand button firmly to switch on. It should say "Wait", then "Ready". When finished, press the same button to switch back to "Standby". Please clean the drip tray after use.

## **Catering**

You may use the cooker and any of the crockery and cutlery in the kitchen. Please wash and return to its place. The dishwasher is a commercial type and is fast but it needs to be turned on 20 min before use. Take care to follow the printed instructions and beware that items come out very hot. Complete the rinse cycle after use as instructed. You may use our filter coffee makers, please contribute £1 for each pack of coffee used. Please don't use jars of coffee, squash etc, these belong to individual groups. Please don't leave any food or drink behind.

## **Sound system**

The hall is fitted with a sound system including a T loop. See the separate instruction sheet.

## **Projection system**

We also have a projector and screen. You need to bring your own laptop. See the separate instruction sheet.

## **Internet Access**

You may use our WiFi. Connect to TalkTalk-26DAC with password 8V7EUMJA

## **Lost Property**

We may dispose if not claimed promptly.

## **Accidents and First Aid**

There is a first aid box and accident book in the kitchen. In the event of an injury or dangerous accident, make a full report in the book and inform Alison.

## **No smoking and no nuisance please!**

Smoking is prohibited by law. This is a residential area and the hall is unsuitable for parties with loud music. Be considerate of residents when parking and using the hall. Please be aware that the house adjoining the hall is a private residence.

## **Health and Safety**

A copy of our health and safety policy can be provided on request to the Safety Officer, Jane Burd, Tel 01865 242239

## **Car Parking**

There are no parking restrictions in the street, but please be considerate of neighbours and do not block any access to their property.

## **Hall management**

The hall belongs to Marston Church Properties Limited, a registered charity administered by a board of trustees chaired by the Vicar. The treasurer is Harvey Burd, 3 Little Acreage, Old Marston, Tel 01865 242239. After meeting the costs of maintenance and repair, any profits from lettings are used to support the ongoing work of the church in Marston.