



14. The Parish of St. Andrew's regards the safeguarding, care and protection of children and vulnerable adults with the utmost concern. Groups that hire or use the church premises are expected to share this concern and adhere to the Safeguarding Policy Statement of St. Andrew's. This statement can be found on St. Andrew's website: <http://www.standrewsroxbourne.org.uk/>
- Please make appropriate provision for all people in your care and be aware that there is a stream bordering the car park and the field.
15. Car parking space is limited, and is shared with other hall users and the church. **Parking is not permitted on the footpath or the grass verges. Access for emergency vehicles must be maintained.**
16. All doors are fire exits and must not be blocked. NO SMOKING is allowed on the premises.
17. All rubbish to be cleared away at the end of the let. Remember to bring your black bag/s.
18. **Accident Report Book:** In the event of an accident this must be recorded in the Accident Report Book which is located –
- Large Hall – With the First Aid Box in the Kitchen.**  
**Youth Centre – In the Kitchen area.**
19. Please do not use **BLUE-TACK** or **pin any notices or decorations on to the curtains.** The curtains are new and will be inspected after each let. Compensation will be deducted from the Deposit if any damage is detected.
20. Please **do not stick tape to the floor or drag tables and chairs** across the floor. The Large Hall floor has recently been sanded and sealed at significant expense and the Youth Centre floor was refurbished a short while ago.
21. Please seek guidance from the caretaker or Hall Letting Secretaries if you wish to use the stage. There are black curtains on a circular rail which form a back drop. Do not pin any decorations on these as they have been newly installed. However, there is a drop down wooden bar in front of these curtains from which decorations can be hung.
22. **It is forbidden to use staples** or drill holes into any of the tables or the stage. These will be inspected after each let and if damaged, appropriate compensation will be sought.
23. A pictorial guide is given here for the stacking of chairs at the end of the event.
24. Acceptance of these regulations is a condition of the hire. Nearly all of our hirers are very responsive and co-operative. Please do not be the odd one out.

Enjoy your function. We wish you well.

*Please stack the same size chairs together facing the columns and curtains (i.e. with backs facing the middle of the hall) but not covering the radiators.*

*Thank you.*

