

MAXWELL MEARNS CASTLE CHURCH ACCOMMODATION BOOKING

(Note: Requests for use of the Sanctuary should be made to Rev. Dr. Scott Kirkland)

The completed form should be returned to the Halls Convener, Claire Falconer. If there is less than one month between the request and the event please telephone Claire (Mobile: 07814 180 573, Tel:0141 639 6805) to clarify availability. Completed forms can be sent to: maxwellmearnsbookings@outlook.com

1. Name of Organisation _____

2. Contact Name & Tel No. _____

Proposed Use _____

Date(s) required _____

Please indicate date and frequency of use as well as dates when meetings will not be held e.g. holidays etc. Use a separate sheet if appropriate.

3. Accommodation requested (tick appropriate venue(s)):

Dorothy Lloyd Room		Maxwell Hall		Basement	
Tom Hamilton Room		Castle Suite		Meeting Room	
West Room		Kitchen		The Flat	

NOTE: Maxwell Hall seated 170 no seats 300. Basement 80 no seats 120

4. Start (include setup) _____ Finish (include clean up) _____

5. Accommodation to be heated? () Yes () No

6. Name and telephone number of leader responsible for meeting / event.

7. Anyone working with children / young people in a church affiliated organisation / activity whether on church property or on a properly supervised activity away from church must be in possession of a current Disclosure Certificate from Disclosure Scotland and make sure all other leaders over 16 years have the same. It would be preferable if they had attended appropriate training. ie "Good Practice guide to working with children and young children and young people", or a similar course. If you require any clarification please call the Church office for contact details for our current Child Protection Coordinators.

8. PLEASE PROVIDE THE CHILD PROTECTION OFFICER WITH A LIST OF LEADERS IN PLENTY OF TIME.

9. All Church Organisations are asked to provide a list of names and addresses of children / young people in their group ASAP.

	Initials	Date
Availability Confirmed		
Date(s) and use agreed		
Church officer advised		
Applicant advised		

NOTES ON USE OF HALLS ACCOMMODATION

1. Groups or Organisations unable to use accommodation on the date(s) allocated must inform the Halls Convener, Claire Falconer (Mobile: 07814 180 573, Tel:0141 639 6805) as soon as possible and certainly no later than 24 hours prior to the normal event start time.
2. Usually floors will be cleared with furniture stacked. Users should arrange the layout of the furniture to their needs and re-stack after use.
3. If you are planning to provide food on the premises, you must comply with the relevant Health & Safety regulations covering the preparation of food. A guidance leaflet can be provided on request.
4. Normally activities should have ceased and the Halls vacated by 10pm. Any variation from this time will be in accordance with the booking. Leaders are responsible for ensuring that everyone has left the building at the conclusion of the activity with all lights switched off and any electrical appliances disconnected.
5. Care should be exercised to avoid damage to the fabric, furnishings and fittings. Any damage caused should be reported as soon as practical to the Church Officer.
6. Equipment used by organisations should be returned to the locker allocated or to the location where it is normally kept.
7. All leaders **MUST KNOW** the fire escape routes and fire alarm points. In the event of a fire only when everyone has left the building and only when it is safe to do so should fire extinguishers be used. Fire doors must not be secured in the open position.
8. A First Aid box is kept in the main kitchen on the ground floor. An incident report book is kept in the main kitchen. It is a requirement for all organisations using the Church premises to properly record any incident (as suggested in the training guidelines).
9. The interests of the residents of the flat on the top floor of the building should be respected with unnecessary noise avoided.
10. Organisations and individuals using the Halls are reminded that they should make their own arrangements for insurance cover for their activities. The Church policy provides cover ONLY for activities directly related to the immediate and wider work of the Church. The Church can accept no liability for loss or injury or damage occurring during the use of the premises.
11. Please note that there are no loop facilities (used in conjunction with hearing aids) in the Hall complex.

PLEASE RETAIN THESE NOTES FOR REFERENCE