

St Matthew's Church House

Conditions of Use



To all groups using St Matthew's Church House

- ✓ You are responsible for your group during your session.
- ✓ Please park considerately: there is a car park behind the House and free public car parks within a short distance. Street parking should be kept to a minimum.
- ✓ Please leave the House as you found it.
- ✓ Feel free to use the kitchen area, including cups, plates, dishes and cutlery, making sure you clean and put things away after use.
- ✓ Feel free to use the microwave and oven (being mindful of the normal safety issues).
- ✓ For groups in St Matthew's and St Mark's rooms, please use the kettles in the kitchen for hot drinks. For groups in St Augustine's and St Werburgh's rooms, hot water is in the flasks provided.
- ✓ You must provide your own milk – please take it with you at the end of your session.
- ✓ Please be mindful of noise, as others groups may be using the building.
- ✓ There is a recycling bag in the kitchen.
- ✓ Please report any damages to the church contact as soon as possible.
- ✓ You are responsible for your own first aid – there is a first aid box in the kitchen area which you can use. You must record any accidents immediately and clearly in the accident book (held with the first aid box). Please inform the church contact as soon as possible if there is any action we need to take to make the building or furniture safe.
- ✓ Please be mindful of our neighbours when leaving the House.
- ✓ We are not responsible for any loss, theft or damages to your property
- ✓ You must pay all bills promptly.
- ✓ We want to encourage community groups to meet in our building, and encourage you to *Check In* on our St Matthew's Church House Facebook page and leave us a review. You are welcome to tag our page if you are sharing your group on Facebook.