

Guidance for Users of Church Buildings

Mure Memorial Church would like to offer a warm welcome to all who use our facilities. Our aim is to provide safe, secure and clean premises. We ask that you help us in this by being responsible users.

Please assist by

- Keeping the premises secure by being vigilant about who comes into the premises while you're there. We recommend keeping the outside door closed, answering the bell as necessary, especially when you have children or other vulnerable people in your group.
- Keeping the premises clean and tidy, paying particular attention to sweets/ food debris. Please sweep up any spillage. Be aware that we have engaged the services of a Pest Control professional. Remember no food source means no vermin. **Cleaning is especially important in the Kitchen and surrounding areas.**
- Baby changing facilities and a Nappy disposal unit are available in the disabled toilet. We have a contract with Cannon for the removal of this waste. Soiled nappies **must not** be placed in any other bin as this creates a health hazard.
- If your group uses items from another room or a cupboard, please assist others, by returning the items at the end of your session.

Please ensure that group members are aware of the placing of **Fire Exits**. Have a **Fire Escape Plan**. Ensure that the exits are free from obstruction. It may also be beneficial to know where the Fire Extinguishers are, and have a read at how to use them. **However, consider their use ONLY if it's safe to do so and if you feel able to do so.** The safety of you and members of your group is **paramount**.

The Heating controls are checked, and set on a regular basis, to ensure maximum efficiency. Please do not alter the Heating Controls in the room(s) you are using. Any heating problems, please contact John Strachan, details below.

To limit the damage to walls, fixtures and fittings, please only use a soft ball indoors. We understand that damage occasionally happens. Please clear up any debris and place an entry in the Property Book, available in the Church Office. If the Security of the building is affected, please have someone remain at the premises until the building can be re-secured. Again, contact a member of the Property Committee for guidance if unsure.

If you have property in the Church to be covered by Church Insurance, this needs to be declared, and a list with approximate values made every year in January for Inventory. Lost Property will be retained for 1 month before appropriate disposal.

Should you wish further guidance or assistance, or have any comments, please feel free to contact a member of the Property Committee direct, or by means of an Elder or other Office Bearer.

Property Committee

Andy Stewart (Convener) email, 0845 4396280 property@mure.org

Alex Bisset (Vice Convener) 0141 771 9130 alex@thebissets.freeserve.co.uk

John Strachan 0141 771 4781 strachan137@yahoo.co.uk

Sheila Blackwood, Carol Brunger, Graham Leiper, John Coutts, Robert Getty, Peter Malcolm, Janet Park

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