

Chair and table room

If you are returning chairs and tables to the store room after use, this needs to be done safely and with regard for other users; ensuring access to cupboards.

General store room

This room is currently stored to capacity. You must take care when retrieving and replacing items used, to ensure this is done safely.

Safety

Use of the Parish Centre is dependent on you being familiar with the our Lone Worker policy and Hazard Identification and Reporting policy, in particular. These and other policies and guidelines are on display and available in the Parish Centre.

Evacuation procedures are displayed on the noticeboard in the kitchen entry and you must follow these in an emergency. Exits from the building are clearly marked and are - main front door; outside door in the main room; laundry door; and glass sliding door in the main room.

'Spot the Hazard/report an accident' forms are on the noticeboard in the kitchen entry if you identify a hazard, potential hazard or an accident occurs. Emergency telephone numbers can be found on this noticeboard and in the parish office.

Buildings & Grounds MGL/Wardens

If you have any concerns or questions relating to the Parish Centre building or to its use and storage facilities, these are to be directed to the Buildings & Grounds Ministry Group Leader, Sylvia Randall, Wardens or Rector.



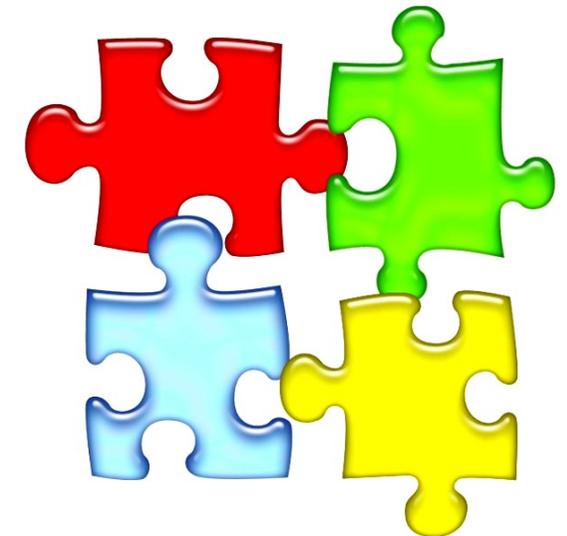
ANGLICAN PARISH OF MUNDARING

**Parish Centre and Parish Office
(next door to Epiphany Church Mundaring)
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www.mundaringanglicanparish.com**

Rector: Rev Kim Thomas

**Wardens: Sylvia Randall
Julie Ryan
Noelene Teague**

use of parish centre



Use of our Parish Centre is steadily increasingly and accommodates a wide range of activities. The need of rules for its use is unavoidable. We can all assist in its effective and efficient use, by working cooperatively and being mindful of others using the building.

Rector's Office

The office is for the exclusive use of the Rector. In special circumstances you can use the office as a quiet space to talk to people or hold meetings if the Rector is away from the office. Use of the Rector's office is by permission of the Rector or other parish officer only. If you are permitted to use the office you are responsible for ensuring the privacy and safety of the office contents.

Parish Office

The office is used for the administrative and reception work of the parish. You must not use the office to leave or store items.

Drawers are assigned to parish officers, Parish Council and some ministry teams for communication purposes, ie to leave messages or items for team members to collect or action.

If the office is in use the *en suite* bathroom is to be used by non-office staff only in emergencies. If you do use the *en suite* bathroom while someone is working in the office you must use it with due consideration for those working in the close area.

Hallway

Chairs are for use by visitors waiting for assistance or appointments. You can use the hall table and display boxes for approved material. Inappropriate and outdated items will be removed from display.

Main room

A Bookings File for the main room is kept on the wall in the hallway of the Centre. All activities carried out in the main room are to be entered in the Bookings File. This will avoid disappointment if you want to use the room at a certain time and it is already booked. You are asked to include times for setting up and clearing away.

If you have a regular recurring booking and any of these bookings are cancelled, you are asked to ensure the cancelled date is cleared from the Bookings File. This frees up the room for others to use.

If you are holding an impromptu meeting or activity it needs to be recorded in the Bookings File so that a record is kept of how often the main room is used and the types of activities being held there.

At all times you are asked to be responsible for the building and respect others who use the building.

You are asked to leave the room empty, clean and tidy after you use it. There is a carpet sweeper in the Laundry for you to clean up any bits on the carpet.

It may be possible to avoid putting away tables and chairs if you know that the next user will need them. Talking to other users will open communication and may result in benefits for all concerned.

Before leaving the Parish Centre you are to check doors and windows are locked, blinds are pulled down, and lights and air-conditioners are turned off.

Kitchen

If you want to use the kitchen and there is a booking for the main room, this has to be arranged in conjunction with the person booking the main room, as kitchen use may be disruptive to the particular activity. The kitchen is to be left clean and in good order after you use it and you are to remove and dispose of any foods and rubbish responsibly in the outside bins.

Laundry

If the laundry and toilet are used during an activity or event, you are asked to check they are clean and in good order.

General office

The office is used by the Treasurer/Bookkeeper, who has priority at all times over other users. The desk can be used as a 'hot desk', ie you can organise to use the room at other times for temporary use for carrying out parish business. If you use the office, no personal items, work papers or files are to be left on the desk, table or on display after use.

Green room

The room is used as a storage and work area so you are asked to keep it tidy when not in use, with the tables clear and clear access to all cupboards. Where practicable items are to be stored in the garage - in plastic boxes, clearly labelled and no heavier than can reasonably be lifted by one person. You must return any items normally stored in the garage back to the garage after use and not leave them in the Green room.