

St Wilfrid's Preston



Parish Centre Information

Revised March 2021

Welcome to St Wilfrid's Parish Centre

1 Chapel Street, Preston, PR1 8BU.

The entrance is opposite the main door to the church in the courtyard.

Public Opening Times

Please join us for tea/coffee

Mon 11am to 2pm, Wed & Fri 10am to 2pm

Saturday 10am to 1pm

Sunday 11.05am to 12noon

Access

There are three steps with a handrail and a ramp to the entrance door.

Parking

There is very restricted parking in the immediate vicinity but on street-metered and multi-storey car parking is available close by.

Toilets

The doors to the toilets are in the entrance foyer, one of which is accessible for wheelchair users.

The Sanctuary Bookshop

There is a small shop within the Parish Centre where you may purchase a selection of religious items, cards and books. It is open as per the public opening times listed on p2. Contact details are tel. 01772 554386 and email stwilfridsnewsletter@gmail.com.

Facilities

There is a fully equipped kitchen, entered from either the foyer or the small meeting room, with a serving hatch to the main room. Also there is a servery, which can open onto both the main and smaller room, and has a water boiler, fridge, sink and crockery.

Part of the main room is parquet and suitable for use as a dance floor.

There is a projector screen, projector, lap top and CD player available for use, on request.

Room Hire

On the ground floor are two rooms which can be hired for private events and meetings. The large room has a capacity of 80 people and the smaller room 30 people.

If you wish to enquire about room hire and costs please contact the **Parish Administrator** on **01772 554396** or by email at stwilfridspa@gmail.com.

Payments are to be made on receipt of the invoice, which will be accompanied by fire evacuation procedures, and

issued via email, where possible. The hire fee is non-refundable, unless one week's notice is given of cancellation of the booking.

It is a condition of the hire that the room, furniture and equipment be left clean and tidy for the next user. Rubbish is to be bagged appropriately and removed.

Tea, coffee and sugar are provided in the servery area. You are asked to supply your own milk and biscuits, as required. The servery and kitchen are fully equipped. It is requested that you do not bring non re-usable plastics onto site (in keeping with our Live Simply pledge).

Fire Procedures

Your **exit points** are via the door

- into the courtyard
- onto Chapel Street.

Please familiarise yourself with the escape routes.

The **fire alarm points** are by the front door into the courtyard and by the door to Chapel Street. **Evacuate** the building and **assemble** in the **COURTYARD** between the Parish Centre and the church. Call **999** and ask for **FIRE SERVICE** to **St Wilfrid's Parish Centre, 1 Chapel Street, off Fishergate, Preston, PR1 8BU.**

Do NOT re-enter the building for any reason.

Room Hire/Group/Event Leaders are responsible for taking the roll call for their group.

Only use a fire extinguisher/blanket if you are trained and can do so safely. First read the notice above the extinguisher to ensure you are using the appropriate type of extinguisher.

Please close fire doors behind you as you leave.

Inform St. Wilfrid's Presbytery, 1 Winckley Square, Preston, PR1 3JJ.

Health & Safety

The **Accident Book** is located on the wall to the right of the servery. It is held in a transparent plastic wallet on a hook.

All accidents, incidents and near misses are to be entered in the Accident Book by/in consultation with the person involved (or if he/she is incapacitated, by a witness) at the time of, or as soon as is reasonably possible after, the incident. The entry is to be brought to the attention of the **Parish Administrator** on **01772 554396** or **internal extn 250**.

Out of office hours and/or if the incident is of a serious nature, it should be reported verbally immediately for the attention of the **Parish Priest at the Presbytery**.

Keys

Regular users and hirers are asked to collect and return keys, for the Parish Centre, from the Presbytery at 1 Winckley Square, PR1 3JJ.

Telephone

This is located on the work surface of the corridor leading into the servery. There is a list of contact numbers by the telephone.

Boiler for Water & Central Heating

The boiler for heating and hot water is located on the wall in the kitchen. To the left are two programmable time clocks. The left one is for the heating in the main room and servery. The clock on the right controls the heating for the small room and kitchen. You are kindly asked not to alter these.

If there is a problem call the **Parish Administrator** on **01772 554396** or **internal extn 250**. However, if it is outside normal weekday working hours please contact the Presbytery.

Furniture

The furniture should always be found, and left, so that the café tables, each with four chairs, are equally spaced on the carpeted area in front of the servery in the main room. Spare chairs and fold away tables are stacked in the right hand corner of the parquet floor.

Furniture can be moved and laid out for the needs of an event as required but always returned to its original position/storage place. Please do not carry furniture up and down the stairs between floors.

Meters, Fuse Board & Stop Tap

The gas meter, electricity meter and fuse board are located in the Sanctuary Bookshop office.

The water meter and stop tap are located in the external store at the bottom of the ramp.

Cleaning

The Parish Centre is professionally cleaned by Helping Hands Group Ltd on Mondays and Fridays weekly, between 7 - 9am. The contract includes regular washing down of the external steps and ramp.

You will find cleaning equipment, for use at the end of your hire period, in the Cleaning Cupboard located next to the kitchen.

Maintenance

If you notice any maintenance issues please report these to the **Parish Administrator** on **01772 554396** during normal weekday working hours.

Storage of Items by Regular Users

If you are regular weekly user of the Parish Centre and wish to store your group's items on the premises, please first seek the permission of the Parish Priest. If agreement is given, all items belonging to your group should be stored in a rigid, lidded storage box which is

clearly labelled with your group name and contact details.

The box must fit tidily on a shelf in a designated cupboard or in the allocated space. No items are to be left outside your storage box. Any stray items will be removed.

Regular Users

If you are a regular weekly/monthly user and the Parish Centre is required for a specific parish event, you will be asked to postpone your meeting for that particular week.

External Store & Water Supply

There is a water tap, hose pipe and watering equipment located in the outside store. This is accessed via the door at the bottom of the ramp in the courtyard. The key for this door is on the Parish Centre bunch of keys. Only gardening equipment is to be kept in this store. Food items must not be stored here.

Damage

Please report damage to structure, furniture, equipment and resources to stwilfridspa@gmail.com. You may be billed to cover repair costs.

Check List at the End of a Hire Period

- ✓ Cutlery & crockery washed, dried and put away.
- ✓ All appliances and surfaces wiped down.
- ✓ Carpet hoovered & floors swept, as required.
- ✓ Milk jugs, tea & coffee pots emptied and rinsed out.
- ✓ Towels and cloths laid out to dry.
- ✓ Rubbish disposed of cleanly in the appropriately marked bins (please do not leave rubbish over-flowing from the bins).
- ✓ Appliances, including the water heater, are switched off.
- ✓ Furniture restored to standard layout.
- ✓ Toilets left in an acceptable condition.
- ✓ Fire Door to Chapel St. entrance closed & bolted.
- ✓ Lights turned off.
- ✓ Please do a final check that everyone has left the building, including the toilets, before you lock all doors.
- ✓ Report any damage.
- ✓ Return the keys to the Presbytery.

You are asked to leave the Parish Centre in the condition you would expect to find it.

Parish Administrator

Working Hours: Monday to Friday 8am to 3pm

**Address: Room D, The Presbytery, 1 Winckley Square,
Preston, PR1 3JJ**

Tel. 01772 554396 Internal extn 250

Email: stwilfridspa@gmail.com

Safeguarding

Safeguarding arrangements in the parish

Policy/procedure statements are located in the narthex.

Diocesan Safeguarding Co-ordinator

Jane Robinson 01772 728433/07935 931947

Arrangements for DBS forms—*via Diocese*

Complaints

If a user or hirer of the Parish Centre is dissatisfied with any aspect, please raise the issue with the **Parish Administrator** in the first instance on **01772 554396 (internal extn 250)** or **stwilfridspa@gmail.com**.

The Parish Administrator will liaise with the Parish Priest in establishing a resolution.

If the Parish Priest deems that a user or hirer of the Parish Centre is not adhering to the conditions of use/hire, he reserves the right to decline future access.

If the Parish Priest deems that the Parish Centre is left in an unacceptable condition you may be billed for the cost of the extra cleaning required.

Hire Fees

Standard rate - £10 per hour per room If
you have a special request please speak with the Parish Administrator
since consideration can always be given to bespoke arrangements.

Payment Details

Payment may be made in cash, by cheque or BACS.

Account Name: St Wilfrid's Parish A/c

Sort code: 162833 A/c no.: 12585636

Thank you for your co-operation and support of St Wilfrid's
Parish Centre.

Fr. P Randall, SJ

Parish Priest

