

ROSARY ROOM INFORMATION FOR USERS

Revised October 2018

Charges

There is a minimum charge of £22 which covers the first two hours of any session. Except on weekends when it is £25. Thereafter the charge is £10 per hour or part hour.

Those wishing to hire the room must sign a License Agreement and return it together with a cheque or bank transfer for the appropriate amount to: The Parish Secretary, Holy Rood Lodge, Abingdon Road, Oxford, OX1 4LD. Further details will be given together with the licence.

Where more than fourteen days notice of cancellation is given then a charge of £5 per session will be made. Cancellations within fourteen days are non refundable.

Keys

Keys must be returned immediately to the key safe after using the room. Failure to do so will incur in a penalty of £20.

Closing up

All users are responsible for leaving the premises in good order:

- brooms are available in the kitchen cupboard for cleaning up
- tables should be stacked in twos and chairs in threes
- all lights and heaters are switched off and all windows and internal doors closed (including the kitchen and toilet doors)
- external doors should be locked
- rubbish should be put into the appropriate bins outside the Rosary Room. Excessive rubbish should be taken away.

Use of grounds

- Letting does not include use of the grounds, except for photographs. Users should be aware that these areas might not be safe for children.
- Parking is restricted to the parking area and not the pavements. Portsmouth Roman Catholic Diocese Trustees and Hinksey Catholic Parish are unable to accept any liability for damage to vehicles whilst parked on their premises.

Damage

All breakages and damages must be recorded in the accidents and damage book. All damage will be charged for.

Children

An adult/parent should be present for all lettings for under 13s.

Charging admission

The Rosary Room does not have an entertainments licence, so no admission charge can be made.

Neighbours

Please respect our neighbours and avoid undue noise and loud music.

Smoking

Smoking is not permitted in the Rosary Room.

First Aid

A First Aid Kit is available in the kitchen area.

Health and Safety

Users of the room should act in accordance with the diocesan Health and Safety Policy which is displayed there.