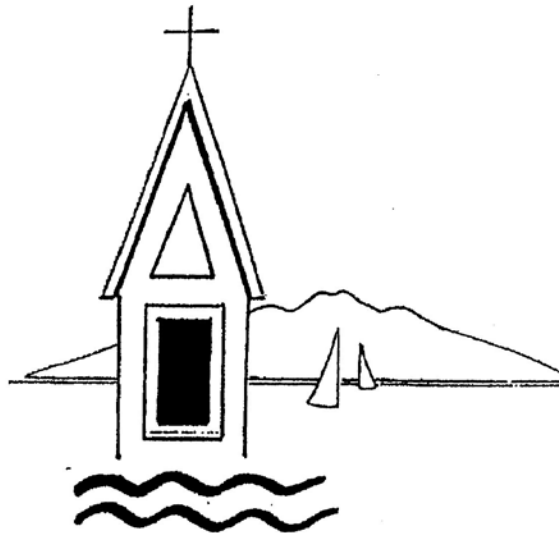


**Mairangi Bay  
Presbyterian Church**

**USE OF BUILDINGS: CHURCH**



**11 Hastings / 10 Penzance Road  
PO Box 65-299, Mairangi Bay  
Church Office: 478 6180**

**Email: [preschurch.mairangi@xtra.co.nz](mailto:preschurch.mairangi@xtra.co.nz)**

Revision: March 2014

To: **Users of the Church at Mairangi Bay  
Presbyterian Church**

We're pleased you've chosen to use our church for this special day.

Please recognise, in consideration of others who use and maintain the church, the following simple rules apply:

1. **Furniture.** Do not shift the pews or other large items of furniture without permission. You may shift small items of furniture providing you return them to their original position.
2. **Fixtures.** Other church identity items like banners, friendship symbols, notice boards etc also require approval prior to moving, and must be returned to their original position on completion.
3. **Confetti.** No confetti please in the church or in the church grounds. No rose petals in the church please but these are acceptable outside on the steps or in the grounds.
4. **Damage.** Notify any damage by phoning The Administrator (Ph478 6180), or the Convenor, Property Committee (Ph478 6411). You are responsible for damage, other than fair wear and tear, up to the amount of our insurance excess.
5. **Security.** On leaving the building, special care shall be taken to:
  - Turn off all lights and heaters.
  - Lock the doors and ensure the building is secure after use.

6. **Building Evacuation.** If a fire or other disaster requires that the buildings are evacuated, you will be responsible for ensuring that your entire group have gone outside. Please note the nearest exits for your group, and nominate someone to take this responsibility.

7 **Medical.** In the event of an accident a small first aid kit is located in the kitchen and emergency numbers are on the wall by the telephone. A defibrillator is on the wall on the left inside the main door.

8. **Fees & donations.** The standard fees/donations payable are contained on a separate sheet. Once we know what areas and facilities you wish to use and the length of time involved we will be able to identify the charges that will apply.

9. **Payment.** Please send the cheque for the use of the buildings to:

The Administrator  
Mairangi & Castor Bays Presbyterian Church  
PO Box 65-299  
Mairangi Bay  
Auckland

and make other payments direct to the Minister, Organist or Data/Sound Operator.

10. **Acceptance.** Please sign and return the attached copy of this to:

The Administrator  
Mairangi Presbyterian Church  
PO Box 65-299  
Mairangi Bay  
Auckland

as acknowledgement and acceptance of these rules.

Agreed use & fees/donation are:

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I agree to abide by the above rules and to make payments as per paragraphs 8 and 9 above.

Name: \_\_\_\_\_

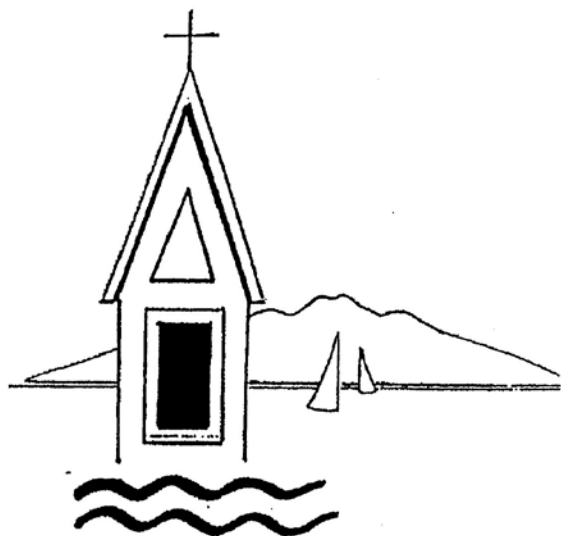
Contact Telephone No.: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Mairangi Bay  
Presbyterian Church**

**USE OF BUILDINGS: HALL**



**11 Hastings / 10 Penzance Road  
PO Box 65-299, Mairangi Bay  
Church Office: 478 6180  
Email: [preschurch.mairangi@xtra.co.nz](mailto:preschurch.mairangi@xtra.co.nz)**

Revision: March 2014

**To: Users of the Hall at Mairangi Bay Presbyterian Church**

Recognising that there are a number of different users of the hall for different purposes, and that no one should interfere with other's enjoyment, the following rules for use apply:

1. **Premises.** Recognise that your use is for the hall, adjoining side rooms and toilets only. Do not allow children to go through to the church.
2. **Furniture.** Return all chairs and tables to their original positions: All upholstered chairs in the hall should be stacked in fives and returned to the side storage room, any surplus chairs to be stacked on the left hand side of the hall when facing the stage, four stacks to a bay. The brown vinyl upholstered metal frame chairs belong in the front lounge, and other assorted wooden upholstered chairs belong in the room by the stage. **Please do not drag chairs on the vinyl floor.**
3. **Floors.** Please sweep or vacuum all floors after usage - there are mops and brooms in the cupboard beside the entrance door.
4. **Kitchen.** If you use the kitchen, please follow the user's rules as posted on the kitchen walls. These include mopping the floors & wiping down all surfaces. Use dishwasher as per instructions and empty when finished. All rubbish is to be removed from the premises.
5. **Security.** On leaving the building, special care shall be taken to:
  - Turn off all lights and heaters.
  - Close all doors to side rooms and the lounge.
  - Lock the front door and ensure the building is secure after use.

**6. Building Evacuation.** If a fire or other disaster requires that the buildings are evacuated, you will be responsible for ensuring that your entire group have gone outside. Please note the nearest exits for your group, and nominate someone to take this responsibility.

**7. Medical.** In the event of an accident a small first aid kit is located in the kitchen and emergency numbers are on the wall by the telephone. A defibrillator is on the wall on the left inside the main entrance door.

**8. Time.** Do not run over the time you have booked unless you have arranged this beforehand.

**9. Fees.** Hall use charges : These are contained on a separate sheet . Once we know what areas and facilities you wish to use and the length of time involved we will be able to identify the charges that will apply.

**10. Payment.** Please send a cheque for use of the hall to:  
The Administrator  
Mairangi & Castor Bays Presbyterian Church  
PO Box 65-299  
Mairangi Bay  
Auckland

**11. Damage.** Notify any damage by phoning the Administrator (Office Ph 478 6180), or the Convenor, Property Committee (Ph 478 6411). You are responsible for damage, other than fair wear and tear, up to the amount of our insurance excess.

**12. Note.** Our Parish has some responsibility for what takes place within our premises and it is important that any incidents are reported to the Administrator and that users of our premises are not subject to exploitation, harassment or abuse.

**13. Acceptance.** Please sign and return the attached copy of this to:

The Administrator  
Mairangi Presbyterian Church  
PO Box 65-299  
Mairangi Bay  
Auckland

as acknowledgement and acceptance of these rules.

Agreed use & fees are:

\_\_\_\_\_

I agree to abide by the above rules and to make payments as per paragraphs 9 and 10 above.

Name: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_