



KAEO-KERIKERI UNION  
PARISH

**CORNERSTONE**  
Whare Karakia o Manako



## **TERMS OF USE**

**BUILDING USE POLICY:** The building is available to any who wish to book it, regardless of faith or no faith, on condition that no disrespect is shown for beliefs and values of the kaitiaki of the building, the Union Church, or for the facilities.

*All regular bookings are normally subject to the Worship Area, and/or the Hall, not being required for a funeral or similar event.*

### **USER AGREEMENT**

Please complete to hand in to us. Before your first event, you will be advised on access arrangements and receive the required induction regarding Health and Safety requirements.

### **SIGN-IN BOOK**

Please sign in and out, using the book provided.

### **EVENT SIZE**

If you are expecting more than 50 people, or are unsure of the size, you will need to have **two** members of your team on parking duties. The empty section, roadside (angled parked to the bollards), and grass area on the Funeral Home side are available for extra parking.

### **CARE OF THE PROPERTY**

Please take every care when using these buildings and facilities and note carefully instructions given here and at locations in the building. Any negligent damage, loss, or theft of significant property may be charged against the user, at the discretion of the Cornerstone Management Committee.

***The name of the building for invitations or advertising your event is Cornerstone – Whare Karakia o Manako***

## KITCHEN

The kitchen equipment includes: 900mm electric stove and hob, steam oven, double-door fridge, steriliser dish-washer, microwave, benchtop mini-oven, assorted pots, crockery and cutlery for 160 servings, oven dishes, serving dishes, and assorted kitchen utensils.

Please ask for access to the pantry if require it. The door should be kept locked when items not being taken out or returned.

- *Please bring your own tea-towels and table-cloths.*
- ***All rubbish must be taken with you on departure.***

The kitchen has a fire blanket in place. Please familiarise yourself with its use: YouTube has useful videos.

## INFORMING YOUR TEAM AND YOUR VISITORS

Users of the facilities are responsible for the Health and Safety of those who attend their events or hui. Please ensure you do a Health and Safety briefing at the earliest opportunity, passing on relevant information from these instructions, including emergency evacuation procedures.

Encourage your people to take shared responsibility for the well-being of all present. First Aid equipment is located in marked cupboards in the kitchen and in the kitchenette.

## COMFORT AND SAFETY

For larger groups, you need to designate one person in your team to be responsible for comfort (heating/fans/cooling, doors/windows) and the layout of chairs and other furniture to ensure safe evacuation in case of emergency.

## CHAIRS

100 chairs are available in the Hall. Around 107 are in the Worship Area, including in the Worship Area cupboard. The trolley in the cupboard can be used with both types of chairs.

For larger events using both spaces, it is recommended to use the 70 Worship Area plus the Hall chairs, ***keeping access to the cupboard if additional chairs are needed.***

## **HAZARDS or INCIDENTS**

Please record any hazards you notice, or incidents that happen, on the relevant form (found in the back of the visitors' book). You might think a hazard insignificant, or that someone else will notice, but please do it anyway.

Likewise if anything that happens to the facilities, equipment or to people (accident or medical), even if minor, it can help us keep an eye out for any trends. Under law it is now everyone's obligation to take care of health and safety.

If a hazard needs urgent attention, or an incident has meant calling emergency services, phone 021 722 938 or 021 02688103.

## **EMERGENCY PROCEDURES**

If there is a fire, activate the alarm and use voice to alert others. Contact the Fire Service (111) from a safe place.

**Note: the address is 144 Kerikeri Road, Kerikeri.**

Fire fighting equipment is used if it is safe to do so.

The group leader directs all occupants to leave the building immediately by the nearest exit and delegates certain individuals to:

- oversee evacuation through each exit being used, guide the people to the nearest place of safety, and be responsible for keeping the group safe and together
- run a sweep of each area, including the toilets and shower for any remaining occupants

The leader makes a final check with groups in each safe area for any further requirements and reports information to firefighters.

## **PUBLIC LIABILITY**

The property trustees, the Methodist Church, advise that, if damage is caused by negligence or lack of appropriate oversight by someone hiring the premises, their insurer has the right of subrogation (claiming against) that person or organisation for the costs met by the insurer. You may therefore choose to put your own public liability insurance in place if you do not have it already.

## **USE OF ALCOHOL**

Alcohol may be used in the facilities **only with the special approval of the Parish Council.** An application form can be supplied on request. Approval is given only on the understanding that it will be used in moderation, the indicator for this being the ability to drive within the law.

The group will have a designated “host” who will take responsibility for the well-being of those present and that all alcohol consumption is within these bounds of moderation. This should be the designated person’s sole task for the duration of the event.

## **CHECK LIST BEFORE DEPARTURE**

- All windows closed and doors locked – please check throughout the building.
- Kitchen door shut.
- Hall projector off and screen raised.
- All aircon/fan/heaters switched off. Check all areas used or possibly used.
- Blinds in Tamariki – Children’s Room down
- All lights switched off (including toilet lights/fans)

***Thank you for choosing our place as your place to gather***

Any enquiries or changes to bookings, please contact [bookings@kkup.org.nz](mailto:bookings@kkup.org.nz) 09 4078250. Availability can be checked at any time at [www.kkup.org.nz](http://www.kkup.org.nz)

### **Emergency Contacts:**

**Mary - 021 722 938**

**Michelle - 020 41686931**

**Saikolone - 021 02688103**

**Jodie Cotton 021 608 375 – For all technical support**

January 2021