

User:

Date of Booking:

All users of the hall need to be aware of these guidance notes before they use the hall. They are to help you to enjoy the facilities of the hall in a safe and secure manner and to ensure that your actions do not impact on the use of the hall by other users.

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|----------|---|------------|----------------------|
| 1 | Key Box Function | Key Code : | <input type="text"/> |
| 2 | Lighting at the Front and Rear | | <input type="text"/> |
| | <ul style="list-style-type: none"> • For use at night, the lighting panel inside the front door • How the different times can be set | | |
| 3 | Electricity Meter | | <input type="text"/> |
| | <ul style="list-style-type: none"> • Location of the meter ... £1 or £2 coins use only. • This works for all electrical appliances and sockets throughout the Hall | | |
| 4 | Kitchen Hot Water Heater | | <input type="text"/> |
| | <ul style="list-style-type: none"> • The same system as the front door lighting. • How different times can be set | | |
| 5 | Use of Kitchen | | <input type="text"/> |
| | <ul style="list-style-type: none"> • Awareness of kitchen regulations on wall • Location of urn and how it is to be used. • Other electrical appliances:
fridge, freezer, kettles, microwave, oven, plate warmer • All crockery, cutlery and pans used to be replaced in correct cupboard • Fully clean down surfaces with cleaner provided • Mop over floor if necessary • Location of tea towels and towels- hang to dry over oven handles • Remove all your waste | | |
| 6 | Toilets | | <input type="text"/> |
| | <ul style="list-style-type: none"> • Doors and lighting work together, all doors must be checked closed when leaving the Hall • Please check soap and toilet paper and replenish if necessary • Check floors for cleanliness when leaving and mop over if necessary | | |
| 7 | Lighting, Fire safety & Emergency Procedure | | <input type="text"/> |
| | <ul style="list-style-type: none"> • Lighting location in all areas and positions of fire equipment and exit doors • Emergency Lighting , Fire Exits, Evacuation Routes, Side Gate opening if over 50 people in hall and Muster point • Accident book • How to report any issues | | <input type="text"/> |

Users

8 Equipment Cupboard

- Tables and chairs, how to move them and replace them for the consideration of the next user
- Lights and doors checked when leaving

9 Cleaning and Clearing

- Location of cleaning materials
- Location and use of Hoover
- Hang wet cloths sensibly in kitchen
- Sweep floor if necessary
- Remove all waste from kitchen

10 Locking Up

- All appliances are emptied and switched off
- Blinds should be raised
- Equipment is returned to original location
- When leaving the Hall check all lighting and heating is switched off
- Checking all doors including toilet doors and windows are closed
- Ensure fire exits are secured
- Key returned to Key box using the code
- Please leave quietly, respecting our neighbours

Signed

Date

Hall User

Committee member
