



Regular Users' Guide

If you have any questions regarding the content of
this booklet please contact

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(Correct at 09/01/11)

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1. Hall Keys

A hall key will be stored in a key safe to the right of the front door of the village hall. This will be available for regular hall users only (casual/occasional users must obtain a key from the nominated bookings secretary/committee key holder). Access to the key will be via a 4 digit code, under no circumstances must this code be shared with others. All regular users will sign a key users register and undertake not to divulge the key code to others. The committee will from time to time change the code in order to maintain hall security, regular users will be informed of the new code. As soon as the key is removed from the key safe the combination must be scrambled to avoid the code being visible to others. From time to time the hall may not be available to general users (e.g. a Brownie camp, in order to meet child protection requirements the key may temporarily be removed from the safe).

If for any reason the key is not available in the key safe please contact a member of the committee, all of whom are hall key holders.

2. Intruder Alarm

The hall is protected by an intruder alarm. Regular users of the hall will be provided with a 4 digit code which will enable them to set and unset the alarm. Under no circumstances must this alarm code be shared; all regular users will be required to sign an agreement not to divulge the alarm code to others. On entering the front door the internal speaker will sound – proceed to the alarm panel and enter the code. The alarm should unset. On leaving the hall please ensure that all windows and external and internal doors are closed, enter the 4 digit code and the internal speaker will sound. Lock the front door and listen for the two tone bleep that indicates that the alarm is set. Replace the key in the key safe and scramble the code.

In the unlikely event that the alarm sounds or if there is a fault in the system the internal speaker will chime regularly. Please contact Phil Hanson 01886 832229, Brian Fishwick 01886 832617 or Richard Steele 01886 821777 who will be able to reset the system.

3. On leaving the hall

Please ensure that all the internal doors are firmly shut (doors to the disabled toilet and changing room that are left open will mean that extractor fans keep running). All lights are turned off, the thermostat turned to 20°C and the boiler is off and switched to 'timed' (see point 15). Exit lights are provided via the large round timed switch in the entrance hall – ensure all switches are off and then press the large round button.

4. Fire Alarm

The hall has been fitted with a new fire alarm system. The control panel is situated in the entrance porch. In the event of a fire the alarm will sound; all occupants must evacuate the building and assemble on the car park at the furthest point from the hall building.

If it is safe to re-enter the building the alarm can be silenced by entering the code:

3112

and pressing the silence button. If the alarm was set off accidentally it should be possible to reset the alarm by entering the same code and pressing the Reset button. If you experience a problem with the fire alarm please contact: Phil Hanson 01886 832229, Brian Fishwick 01886 832617 or Richard Steele 01886 821777.

5. Hot water

Hot water is provided by individual electric heaters under each sink (in the kitchen and the toilets/changing room). These should provide a constant supply of hot water. Please do not leave the taps running as they have a very major impact on our electricity use.

6. Emergency Exits

These must be kept clear while the hall is occupied. Each one is fitted with an alarm sensor so please ensure they are fully closed before leaving the hall.

7. Emergency Lights

These will illuminate in the event of a power cut or other emergency.

8. Electric Radiators

The hall has two forms of heating. The main hall is heated by the boiler and the corridors and committee rooms by electric radiators (the smaller committee room has a combination of both forms of heating). The radiators are set to keep these areas warm. Please do not switch the heaters on or off or attempt to alter the settings.

9. Disabled Toilet Alarm

The disabled toilet is fitted with an alarm that can be triggered by pulling the red cords. To unlock the disabled toilet door please use a key or a knife from the kitchen to turn the lock from the outside. To reset the alarm please press and hold the reset button on either of the control panels (to the right of the toilet and to the right of the toilet door on the outside). Once the alarm ceases to sound it has been reset, the red light should be extinguished).

10. First Aid Box and Accident Book

These are situated in the kitchen. In the event of an accident please complete the accident book (this can be the person who is injured or any other responsible person). The page should be torn from the book and must be passed to the Hall Secretary, Brian Fishwick (01886 832617). If you have used items from the first aid box please record this in the hall comments book (by the front door) so that the kit can be replenished.

11. Manufacturers Instruction Books

These can be found in the drawer nearest the boiler. Please do not remove these from the hall.

12. Cooker

The cooker should be ready to use. If there has been a power cut or the power has been turned off you will need to reset the clock before the ovens can be used. To do this please press and hold buttons 2 & 3 and then press + to restart the clock. The ovens should then work. Please clean the cooker after use.

13. Hot Water Boiler

The hall is provided with a drinking water boiler which is permanently plumbed in. To obtain boiling water please switch this on at the socket. The light on the front of the boiler will illuminate in a pale green colour. The boiler will then heat the water and is ready when the light turns bright green. If the boiler has been drained it will automatically fill with water during this process. At the end of your session please make sure the boiler is turned off at the power socket.

14. Dishwasher

The hall is provided with a commercial dishwasher. This is highly efficient and very fast but expensive to run. If you have sufficient dirty crockery or glasses please feel free to use it. There are laminated instructions on the work surface above the dishwasher. Please follow these instructions to ensure its efficient use.

Unlike domestic dishwashers it recycles the water therefore try to put the cleanest items (e.g. glasses) through the cycle first. It is a good idea to rinse plates in the sink before putting them in the dishwasher. The machine must be drained and cleaned after use.

Please note it will take approximately one hour from filling to first use. The green 'ready' light will illuminate when the water is up to temperature and the machine will wash effectively.

15. Central Heating Boiler Controls

Please note the instructions attached to the central heating boiler (it does not heat the hot water). The boiler is set to automatically heat the hall in readiness for our regular users. If you require additional heating in the main hall please press the advance button on the front panel of the boiler, the advance light should light up. Please check that the thermostat s set to the required temperature.

Once you have finished with the additional heating please make sure that the advance light is extinguished (press the advance button repeatedly to toggle between on and off), the clock indicates 'Timed' for central heating and the thermostat on the stage is returned to 20°C.

16. Hall and Stage Lighting and Sound system

At the time of writing we are awaiting the installation of these items an updated booklet or separate instructions will be provided at a later date.

17. Folding Chairs

Considerable investment has been made into new furniture for the hall. Please ensure that all folding chairs are returned to the chair trolleys after use. Under no circumstances may these chairs be used outside the building. If you require chairs for use outside please use the brown stacking plastic chairs.

Folding chairs should be stored maximum 10 per arm of the trolley with the padded part of the seat facing the centre of the trolley.

18. Round Tables

These tables are for inside use only. If you need tables for the exterior of the hall please use the older rectangular ones. Round tables are best deployed by two people. Please move the trolley as close as possible to the destination of the table. Apply the trolley brake and fold down the ramp. The tables can then be rolled carefully off the trolley. To assemble pull the legs out and stand the table up.

To fold the table down pinch together the two plastic lugs before folding the legs into the centre. Please make sure the trolley is braked and the ramp in place before returning the tables to it. Tables should be stored top to top to avoid damaging the laminated surface.

19. Hiring Agreement and Conditions of Hire

All users will be required to sign a hiring agreement and accept the terms of the Conditions of Hire (displayed in the main entrance). Regular users will be asked to sign a hiring agreement on an annual basis.

20. Hiring Charges Structure

This is reviewed frequently by the hall committee to ensure that it is fair and meets the costs of providing the hall facilities. Regular users will be invoiced quarterly in arrears by the Treasurer. Please contact the Booking Secretary if you need to discuss hall hiring charges.

21. Safety Guidance Notes

Items not covered in this guide can be found in the Safety Guidance Notes a copy of which can be found in the main entrance. Please make sure you are aware of these notes.

22. Cleaning

We rely on users to leave the hall in a clean and tidy state. Please make sure that the floors are swept/vacuumed after use and that the toilets and kitchen are left in a clean condition. Used dishcloths and tea towels should be left on one of the kitchen draining boards. Please do not mop the hall floor, it should only be swept with a dry brush. We reserve the right to make an additional charge should the hall not be left in a clean condition after use.

23. Hall cupboards

Some of the kitchen and other hall cupboards have been assigned to specific user groups. Please respect this and do not use equipment or consumables that are not yours. If you need storage space please contact a member of the hall committee.

24. User Comments

If you have any comments about the hall (for example the soap in the toilets needs replenishing) please write a comment in the comments book on the table by the alarm panel so that a member of the committee can take appropriate action.