

Hall User Checklist

This checklist includes general points to make your visit run smoothly as well as points to ensure our health and safety policy is adhered to.

Arrival:

- If you are **arriving alone**, you should close the main front door behind you and reopen when you are expecting guests to arrive.
- Check** that the venue is clean and tidy. *Please report back to the Hall Manager if the venue is not as you expect.*
- It is recommended to switch the **Emergency Exit Lights** on during use of the hall (*switch is to the right of the Fire Exit door, and the door into the lobby respectively*)
- Please familiarise yourself with the locations of the **fire extinguishers** and the Fire Action notices in the hall.

During use:

- Windows can be opened** if required; the key is on the hook to the right of the Fire Exit door in the hall.
- In case of fire, the **fire assembly point** is the car park and the grassy area by the benches.
- The **First Aid Kit** is kept in the back corridor next to the kitchen door. Any accident is to be documented on an accident form from inside the First Aid Kit, and Hall Management notified so we can investigate the cause, if necessary, and replenish the kit as required. Incidents can also be reported online [here](#).
- Should there be any **damages** caused during usage of the hall and associated areas, please notify Hall Management as soon as possible so that these can be rectified accordingly.
- You are requested to leave the hall, toilets, and any used spaces, in a **clean** state. You may use your own cleaning products or those available in the cleaning cupboard positioned between the ladies toilets and the kitchen in the back corridor. Please;
 - o sweep the floor and mop if needed
 - o wipe down tables
 - o Hoover soft furnishings if required
 - o put away tables and chairs
 - o wipe down kitchen surfaces if used
 - o take your rubbish with you and replenish bin bags if required (*found in the cleaning cupboard*)

Locking the Hall:

- Check all windows are closed and locked (*key is on the hook to the right of the Fire Exit door in the hall*).
- Switch off all kitchen equipment (*water heater, ovens, hob etc*)
- Check the Emergency Exit Door in the hall is firmly closed.
- Check the sound and video system is switched off at the wall socket in the Table Store (*if used*).
- Turn off all toilet lights (*Ladies, Gents & Accessible WC*).
- Turn off all other hall lights, including the foyer.
- Turn off the two emergency exit signs above the Emergency Exit and the doors to the lobby.
- Check the back door is secured (*if used*).
- Close the fire door between the back corridor and the hall.
- Both the door from the hall to the lobby *and* the front entrance door to the lobby are locked.

More information is available in the Hall [Booking Conditions](#) that you have signed.

Returning the Key:

The key is to be returned to the Hall booking manager. This will be posted through the church letterbox F.A.O of Jonathan Bentley, or other agreed method.

For any queries, please contact Jonathan Bentley on 07311 397266

Thank You!