



Welcome to our Community Centre

Handy Hints for Users

We hope you have a very successful event and will return to use our facilities again. Below are a few helpful notes to assist you during and at the end of your visit.

■ **Cleaning / Clearing**

We do not have a caretaker so although the hall is regularly cleaned and checked it is important to all users that you leave all areas of the building that you have used clean and tidy. Please allow time for this when making your booking.

- Basic cleaning equipment is kept in the drawers by the main sink in the kitchen.
- Floors should be swept with the broom or vacuum cleaner provided in the main store.
- Wipe tables, surfaces, sinks & floors as necessary.
- If there is a spillage on the floors, please use a dry/damp (not wet) cloth to mop it up. Alternatively, a mop and bucket is kept for your use in the main store room. Please do not use any cleaning fluids. Just water is fine!
- Paper towels and a supply of tea towels are provided in the kitchen.
- Rubbish bags are provided in the drawer by the kitchen sink. **Please remove used rubbish bags when you leave and do not leave food scraps or soiled nappies in the bins.** It would be appreciated if you could put a clean rubbish bag in the kitchen bin before you leave.
- Check that the toilets have been flushed properly before you leave the building

■ **Chairs & tables.**

- Please do not drag tables or chairs along the floor.
- Use the trolley provided to move chairs from the store into the hall & when you have finished your event, stack chairs in the storeroom (ten per stack) in accordance with the diagram shown on the store room door.
- The 4' round tables & 6' trestle tables are stored on separate trolleys in the storeroom.
- The 4' wooden trestle tables are stacked on the RHS of the storeroom, just inside the door.
- All trolleys and tables must be put away in the main storeroom when not in use.

A diagram of storage arrangements can be found on the inside of the storeroom door. Please help to make it easy for other users to access the chairs and tables quickly and safely by putting them back correctly!

■ Vertical Black-out Blinds

- The blinds in the main hall can be closed by using the 'wand' on each set of blinds.
- Slide the blinds gently across the windows using the top of the wand and then turn the wand to tilt the blind slats for the required amount of light/darkness.

To re-open the blinds, **always** louver the blinds back to open using the wand (i.e. so that you can see out of the windows) **before** sliding them back to their original position. **Trying to pull back the blinds with the slats closed will break the blinds, and we may need to charge you against your Security Bond deposit for their replacement.**

- The 'lantern' black out blind can be closed using a magnetic crank-handle pole. If you think it will be necessary to use this facility, please inform the Booking Manager who will show you how to use the pole.

■ Kitchen

- Kitchen hot water is pre-programmed; if there is a problem please inform us.
- Please note that the sink to the left of the internal kitchen door is for hand-washing only.
- Kettles, teapots, a coffee-making machine & filters, a variety of serving dishes, pots and pans, and a small selection of everyday kitchen crockery and glasses are available. The Booking Manager will show you where to find these at the start of your event.
- Unless other arrangements have been made, at the end of your visit please wash, dry and put all items used back in the drawers and cupboards where you found them.
- Additional white bone china crockery, cutlery and glassware is available for hire for large events. Please contact the Booking Manager for further details.
- Instructions on how to operate the Commercial Dishwasher can be found in the 'User Guide' folder. The Booking Manager will also show you how to operate this at the start of your event.
- If there are any breakages, please advise the Booking Manager.

■ Temperature Control

The temperature in the main hall is thermostatically controlled via an air- conditioned heating/cooling system. The Booking Manager will show you how to adjust the temperature at the start of your event. Please do not set the temperature below 18°C or above 24°C. **Please conserve energy by keeping the outside doors and windows closed during your event whenever the air conditioning is switched on.**

All other areas in the building have a thermostatically controlled underfloor heating system.

■ Window & Patio Door Keys

- The Booking Manager will provide you with a set of keys for the window locks and the two sliding patio doors; as well as the key to disable and reset the fire alarm (to be used only in the event of a false alarm) and the fire emergency exit door keys.
- **Please do not open the fire emergency exit doors in the main hall** - unless of course there is an emergency. Always check that these are firmly closed before you leave the hall.

■ Lighting

- **Exterior Lighting** in the vicinity of the main entrance is activated by a movement sensor. This can be over-riden by a switch in the lobby. All other exterior lighting, including the car park lights is switched from the lobby. For the benefit of neighbours please only use the lights that you require for the safe use of the building and car park.
- **Please ensure that you turn off ALL light switches in the lobby when you leave the building. You will not be plunged into darkness as the external sensor lights will come on automatically!**
- **Internal Lighting** in the toilets, storerooms and changing rooms are on movement sensors and time switches. All other lights are manually switched. The main ceiling lights in the hall are dimmable. Just turn each switch on and hold it down until the desired level of lighting is achieved; and repeat to change upwards or downwards. **Please ensure that you turn of ALL light switches in the hall and kitchen (as well as the lobby) before you leave the building.**
- **In the event of a power cut, the internal and external lighting systems in all areas include emergency lights which will remain in action.**

Private Event Sign: A “private event” sign is available for your use. Should you require this, please inform the Booking Manager who will leave this in the lobby for you so that it can be placed at the entrance to the car park a few hours before your event. Please do not forget to put the sign back in the lobby at the end of your event.

Additional Supplies: There is a Londis store on the A343, on your right as you leave the village going towards Newbury.

And just in case – in the event of an emergency, please note that:

- **A Fire Emergency Action Plan** is displayed in the Lobby and Changing Room area. **It is important that you familiarise yourself with this at the start of your visit.**
- **The Water Stop cock** for the building is located in Changing Room No 2 just inside the exterior door (the one closest to the car park). Turning this off will isolate the supply for the entire building except for the changing rooms that have their own storage. As the

access to the changing rooms is normally locked, please inform the Booking Manager immediately if there is an emergency.

- **The Electrical Isolating Switch** is in the cupboard to the left of the main entrance as you enter. Please inform the Booking Manager immediately if there is an emergency.

Additional guidance on what to do and who to contact in the event of an emergency or an accident is also contained in the User Guide folder and in the Lobby.

BEFORE YOU LEAVE THE COMMUNITY CENTRE, PLEASE:

Clearing Up

1. Wipe any tables used as necessary
2. Put all tables and chairs back in the store room as found (see diagram on store door)
3. Sweep hall and all other areas used including kitchen and lobby (vacuum cleaner, broom, dustpan & brush in main hall store)
4. Mop up any floor spillages (use water only – mop & bucket in hall store)
5. Put away any crockery, glasses, jugs etc used where you found them
6. Wipe down kitchen surfaces and sinks
7. If used, drain dishwasher (see instructions in kitchen) & turn off dishwasher (RH dishwasher switch – will show green when off)
8. If used, check that oven bottom and oven pans are clean
9. **Take all rubbish home**, including soiled nappies, empty cans and bottles (some bin bags are supplied in the bottom drawer under the kitchen sink)
10. Close kitchen hatch

Security and Lighting & Heating

1. Check that both sets of patio doors have been locked using the keys provided
2. Check that both fire doors are firmly closed
3. If you have used the double doors onto the loading bay, check that the latches are closed again, and then lock the doors (use main entrance key)
4. Switch off **ALL** lights in main hall (ceiling lights, wall lights, pelmet lights, lantern light and patio lights)
5. Switch off kitchen lights
6. Check that all internal doors are closed
7. Turn off main hall heating (see top RH switch on thermostat just outside Ladies WC)
8. Switch off **ALL** lobby and car park lights just before you leave (some external sensor lights will stay on so you will not be plunged into darkness!)
9. If you have opened both sides of the main entrance door, check that the latches are closed again, and then lock the door
10. **SET THE SECURITY ALARM**
11. **Return the keys to the Booking Manager** (who will have agreed with you a process for doing this)
12. Report any accidental damage / breakages to the Booking Manager

THANK YOU SO MUCH FOR LEAVING THE CENTRE AS YOU WOULD WISH TO FIND IT & FOR KEEPING IT SAFE AND SECURE!