

INFORMATION SHEET FOR HIRERS

1. Once you have the entry instructions during the week of your booking.
2. Use the key safe this contains two keys and alarm fob, located outside the main door using the code you have been given.
3. Unlock Front door with 2 keys.
4. The alarm should sound, please hold the fob on the symbol at the bottom of the key paid on the left as you go in until the screen says "unset".
5. Door to 'Community Hall 1' is on right – and once you are in you will need to open the shutters. The switch is inside the hall on left (round the corner) It is a rocker switch and you need to **PRESS AND HOLD** to raise – wait until you hear a click.
6. Door to Kitchen/Lobby is open. You need to raise the shutter on the side door in the Lobby area – as this is a Fire Exit.
7. Kitchen Door is open. There is a First Aid Box in the 3rd drawer down on left as you come in – next to the Fridge + an Accident Book. Please use this and replace anything that you use.
8. The Cupboard in the Community Hall is open – Tables and Chairs and Cleaning equipment is kept here. **PLEASE LEAVE THE HALL CLEAN FOR THE NEXT PERSON WHO IS USING THE HALL.**

FLOORS NEED TO BE SWEEPED WITH THE SOFT MOP AND IF THEY NEED CLEANING PLEASE USE THE SPECIAL MOP PROVIDED – USING IT DAMP BUT NOT WET (please note there is no need for detergent with this type of Ezee Clean mop)

PLEASE MAKE SURE THAT THE FIRE EXITS ARE KEPT CLEAR AT ALL TIMES – FIRE EXITS ARE THE 3 DOORS IN THE MAIN HALL AND THE DOOR IN THE LOBBY.

9. On leaving – Close all the Shutters **(Make sure doors are closed & there is nothing obstructing the shutters on the windowsills outside)** If there is a booking in the other hall, no need to activate the alarm.
If you need to activate the Alarm – **HOLD THE FOB AGAINST THE KEY PAD – BOTTOM RIGHT UNTIL YOU SEE "TIMED SET"** in the display window.
LOCK THE ENTRANCE DOOR.
10. **RUBBISH** – We have NO refuse collection – all rubbish must be removed please.

The Heating system is all automatic and you do not need to do anything – In the event of the hall being too cold or too hot you will need to contact:

Booking Administrator

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I / We acknowledge receipt of Key/Keys+Alarm Fob to Boxford Village Hall

SignedNAME OF ORGANISATION.....

Date.....

In the event of Keys/Alarm Fob being lost replacement keys will be charged for and deducted from your deposit.