

General Instructions for St Anne's Community Centre

There is a key-pad access to the Centre - the code will be provided in the confirmation email.

Entering:

Turn handle up to 12 to cancel any previous codes. Key in the code. Turn handle down firmly to 6:00 position. If it doesn't work turn the handle to 12 and try again. The F function has been disabled

Leaving:

Pull the door firmly shut to ensure it is fully closed. Push the blue slide on the latch down to ensure the door is locked if you have used this. PLEASE CHECK THE DOOR IS LOCKED BEFORE YOU LEAVE

Energy conservation and security:

Please lock the door of the Centre after your group has arrived. Please do not leave it open by wedging it with the block.

The door can be left on the latch by sliding the blue plastic slide upwards blocking the latch.

Please remember to push this down again when leaving.

PLEASE LOCK THE FRONT DOOR WHEN YOUR GROUP IS IN THE HALL.

THE GROUP LEADER IS RESPONSIBLE FOR THIS,

If you don't lock the door other groups using the hall are at risk of intruders, which has happened.

Kitchen:

If you are serving hot food and need the use of the oven, you will need instructions in how to use it safely. Please let us know. NB. Fat frying is not permitted due to the fire risk.

Please leave the area clean and tidy with everything returned to the correct place and surfaces wiped down; please do not leave cups etc. on the draining boards. Ensure the cooker is off if you have used it.

Please make sure the dishwasher is empty and has gone through the drainage programme (see instructions).

We do not provide dishcloths or tea-towels, so remember to bring your own and take them away with you!

Please take all left-over food away with you and do not leave anything in the kitchen.

Recycling bins and the black bin for general rubbish can be found at the side of the main entrance.

We do not provide Tea and Coffee. Any tea and coffee in the kitchen belongs to private groups.

General:

You can set the hall up as you want but please ensure all tables be replaced back into the trolley and chairs stacked at the end of the room. Please leave the hall tidy with all rubbish cleared away.

The cleaner's room for mop/vacuum cleaner is the door next to the toilets. *The code for this door is 23457*. Press C if you make an error. You will also find spare toilet rolls, paper towels, and bin bags in here.

The first aid box is located on the wall outside the kitchen.

Please familiarise yourselves with Fire exits and the assembly point in the car park

At the end of your event please ensure:

- 1) All lights are turned off (including the toilet entrance way light and the accessible toilet. These lights are not on a sensor)
- 2) Toilets are checked and taps are off
- 3) All windows are closed
- 4) All fire doors are secured, including the Hardwick room door and the archway door.
- 5) The main door is shut properly to ensure it is locked.
- 6) If you leave late please remember our neighbours!

T&Cs can be found on the website. All users must sign acceptance on the booking form.

In case of queries please contact stannesparishcentrebookings@gmail.com