



Before you leave – action checklist

Ensure all users have left the building, all the toilets are vacant, and it is clean and tidy. Dishes should be washed, [dried](#) and tidied away.

Close all [windows](#)

Check both fire doors are closed and [secure](#)

Switch off all [lights](#)

Switch off all kitchen appliances excluding the [fridge](#)

Check the fixed half of the double door is secure before closing the second half of the main [door](#)

Place key in the key safe and close the key safe door, [making sure the combination code is not set to the open numbers](#)

Vacate the car park and check for [litter](#)

Close the main [gate](#)

The Wildside Centre is your centre. Please make sure everyone cares for it.



-- The Wildside Centre --

User Manual and General Information

Last updated 10 January 2024

The purpose of this manual is to provide information on the building and systems. The guide also includes responsibilities for those hiring the Centre (whether a fee is payable or not), check lists for users and emergency contact details.

If you find a fault with the building or systems, such as a cracked pane of glass or a missing kettle, please report it on a NON-URGENT FAULT BOOK in the front hall.



If you find a matter requiring urgent attention, such as a broken lock, an unsafe appliance, burst pipe or blown fuses, please telephone our emergency numbers and report it as an URGENT FAULT. It is imperative that you leave a message if there is no immediate reply and call the alternative numbers given. Please also use this number if there is an injury or you are unable to lock up the centre before you leave.

Contact Telephone Number for the Trust
The Trust's contact number for the Wildside Centre is

07908 540314.

In the event of an emergency or if this number does not respond, call

07734 884320.

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There are nine sections in this manual.

1	General information about the Wildside Centre including the conditions of hire, prohibited indoor activities including boisterous play, ball games, smoking and selling alcohol.
2	Hirers' responsibilities including stewarding, checking and the cost of repairing damage.
3	Information on access and use of the Wildside Centre including escape routes.
4	Detailed information on using <u>particular appliances</u> , such as the dishwasher.
5	Information about visitor services such as toilets, <u>wifi</u> and lost property.
6	First Aid and fire safety including assembly points.
7	External areas and gates including safety in relation to parking, ticks and Lyme disease, livestock, <u>ecoli</u> , steep areas and the <u>River</u> Fechlin plus environmental concerns and resident wildlife including bats, hares, deer and birds.
8	Litter, compaction of waste and recycling, bin days and bin routine.
9	Leaving the premises – a checklist before you leave

Smoking is not permitted
anywhere within
the Wildside Centre



7	External areas and gates including safety in relation to parking, ticks and Lyme disease, livestock, <u>ecoli</u> , steep areas and the <u>River</u> Fechlin plus environmental concerns and resident wildlife including bats, hares, deer and birds.
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Hirers should ensure the users park their vehicles in an ordered fashion to maximise capacity for all users. Users should ensure that cars can pull off the public road into the Wildside Centre site at all times. The external areas of the Centre do have some specific hazards which the hirer and users should be aware of. Livestock or other wild animals and insects give rise to the possibility of wasp stings or bites, e-coli infections, Lyme disease or country dirt which can be transferred by foot to the internal carpeted areas. Users should be warned of these hazards and also the prohibition of attempting to access the River Fechlin by the steep banks. Users should not annoy any resident or migratory wildlife, nesting birds or bats, or stray livestock or make excessive noise which might annoy our human neighbours. Dog owners should clean up any country dirt from their animals or shoes and use the general waste bin at the entrance apron to deposit tied plastic bags of waste.

8	Litter, compaction of waste and recycling, bin days and bin routine.
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There are **five** types of waste

Items of waste produced by the hirer which are too large and bulky to fit in our bins, such as pallets.

These items should be removed from the premises by the hirer.

Recyclable materials such as drinks cans and cardboard.

These items should be placed in the blue bin for collection by the local bin cart. It may be necessary to compact these items to allow sufficient room for all recycling for the period of a fortnight or more.

Glass bottles and Jars

These should be taken **by the hirer** for recycling using the Highland Council community bins at Gorthleck (Stratherrick Public Hall Car Park) and Foyers (Old Bridge).

General Waste (including country dirt from dogs), vacuum cleaner arisings and kitchen waste

These items should be placed in the dark green bin for collection by the local bin cart. It may be necessary to compact these items to allow sufficient room for all general waste for the period of a fortnight.

Waste arising from outwith the Trust's premises

The Trust's bins must not be used for household waste or recycling which arises from off the premises. **The Wildside Centre is not a dump.** This includes building waste and any specialist waste such as domestic appliances, gralloch and glassware. Please follow the Highland Council guidelines. If you arrive to find the bin out on the road, and if that bin is empty, please bring it back inside the car park and place it in the bin store in the main entrance apron.

Fire can devastate this community centre.

Smoking is not permitted in the building or the front apron. If you must smoke, please make doubly sure to extinguish your cigarette butt. Do not put a smouldering butt in any rubbish bin. Please take your butts away with you.



Electrical faults can also cause fires. If you see a dangerous wire or a notice a faulty electrical appliance, do not use it and report it in the book provided.

Remember too that wildfires on the grassland around the centre can occur during dry conditions, especially in spring and summer. The use of disposable barbeques and campfires are not allowed in the grounds of the Centre.



Centre users are encouraged to make contact with the Chair of the Trust if they have any complaints or concerns about the hiring process/amenities/facilities of the Wildside Centre which might help inform future renovations/revamps/improvements.

catriona.dir@sfctrust.org.uk

1	General information about the Wildside Centre including the conditions of hire and prohibited indoor activities including boisterous play, ball games, smoking and selling alcohol.
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The Wildside Centre and grounds are owned by Stratherrick and Foyers Community Trust and operated for the benefit of the local community.

All users are requested to treat the building, garden ground and equipment with care. Please remember that residents live nearby and to limit noise. Camper vans, caravans and tents are not permitted overnight anywhere on the site, and no one is permitted to sleep overnight on the premises, even if this is in conjunction with an event involving the hire of the Centre.

Clubs or individuals hiring the Centre are required to agree to the Conditions of Hire which are included here.

Conditions of Hire – The Wildside Centre

2	Hirers' responsibilities including stewarding checking and the cost of repairing damage.
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Specifically, hirers are responsible for ensuring that they meet all legal requirements including ensuring non-smoking regulations and any special regulations (such as COVID regulations) are adhered to. Hirers should provide stewards if there is a risk of boisterous behaviour. Ball games are not permitted inside. Selling alcohol is only permitted by prior agreement and confirmation that the proposed bar meets the requirements of all alcohol licencing laws. If there is an altercation requiring the Police, use a mobile phone to dial 999 and ask for police to attend. Remember to say you are at the Wildside Centre, NOT the Wildside Lodges. The nearest Police Station is Fort Augustus, which is supervised from Beauuly. If there is a non-urgent need to contact the Police, please dial 111.

Hirers are reminded they are responsible for leaving the premises in a clean and tidy condition. The cost of repairing damage (for example a broken pane of glass) will be charged to the hirer.

Whilst the cost of electricity is included in the hire, hirers are required not to waste power, or leave windows or doors open for ventilation when heaters are on.

3	Information on access and use of the Wildside Centre including escape routes
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Hirers will be given a code for the Keysafe mounted on the main entrance. Releasing the key will allow you to open the main double doors of the Centre. You may have restricted your hire to one or more of the rooms in the Centre. Please do not use other rooms you have not booked. Please immediately acquaint yourself with the means of escape from the room(s) you will be using and note the position of Fire Alarm break glass points. Other hirers may be using different parts of the building during your hire, so please be a good neighbour.

4	Detailed information on using particular appliances, such as the dishwasher
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Heating and hot water is controlled by the Trust's Building officer. You should not need to touch any heating or water controls.

The kitchen and kitchen equipment will be clean when the hire commences. You should clean all you use before you leave.

Please make use of the vacuum cleaner and mops, toilet brushes and cleaning materials etc. to clean after your hire is over.

5	Information about visitor services such as toilets, wifi and lost property.
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Toilets will be in a clean condition at the commencement of the hire. Toilet requisites will also have been replenished. If toilet requisites run out, please check for more in the store.

[Wifi](#) is available for all users. The password is changed occasionally and is written on a notice in the main carpeted lobby.

Lost property should be passed to the Caretaker or left in the box kept in the main store beside the vacuum cleaner.

6	First Aid and fire safety including assembly points
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Hirers must not block any fire doors. People elsewhere in the building may need to use them in an emergency. If you discover a fire, please operate the alarm by breaking the glass in the fire point closest to you. **The priority is always to ensure the users in the Centre leave the building without delay.** Do not stay around to fight the fire or collect any valuables.

There is no land line at the Wildside Centre so please use your own mobile phone, [Dial 999](#) and ask for the Fire Brigade to attend. Remember to say you are at the Wildside Centre, NOT the Wildside Lodges. There is an emergency assembly point in the car park. Make sure those present do not obstruct the access of emergency vehicles. A First Aid Box is available containing bandages, slings, [paracetamol](#) and antiseptic ointment. The nearest defibrillator is located at the Whitebridge Hotel. In a medical emergency use a mobile phone to dial 999. The Foyers Surgery land line number is 01456 486224.

When using the Wildside Centre please be courteous to all fellow users of this centre, and to volunteers, directors and staff of Stratherrick and Foyers Community Trust.

SECURITY



Please remember to make the Wildside Centre secure before you leave the premises.

This includes the fire doors, which may not be fully held on the catch if they have been opened. Open windows and through drafts can cause problems in windy conditions too.

Have you made a mess?

If you've made a mess, clean it up before you leave.

The Trust does **not** provide a free cleaning service. It is the hirer's responsibility to leave the Wildside Centre clean and tidy after each hire.



Please be economical with the use of electricity and water when you are using the Wildside Centre. This will keep our utility bills down.