

# Scout Hall Instructions

## Alarm System

The Scout hall has an alarm system, for long term bookings this should be activated by use of the key fob provided to you.

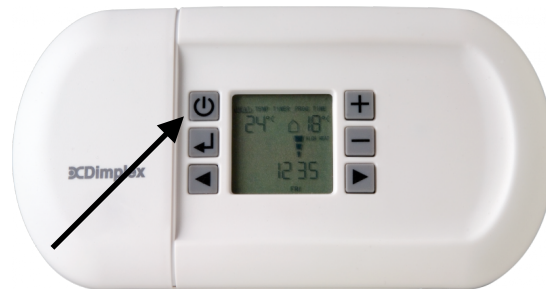
For one off hires, you will be met by a member of our group who will allow you access and deactivate the alarm.

## Waste

We ask that hall users for events such as kids parties ,take away their waste with them, black bin bags will be provided for this.

## Heating

The heating in the main hall is provided by way of 2 electric fan heaters, with the controller being on the left corner as you enter. The button on the top left switches the heating on and off, please don't adjust any other settings. When you switch off the heating you will here a click but the heaters will continue to run for a further minute or so, this is normal



There is a fan heater covering the entrance hallway. The switch for this can be found to the left of the front door as you enter

## Trip Switches

The cupboard to the left had side of the from door contains the electricity trip switches should the power trip when using the hall.

## Lighting

All light switches are found in each individual area of the hall.

There is an outside security/safety light. This has to be switched on manually please remember to do so when it's dark. This switch can be located to the left of the front door as you enter.

## **Hot Water**

The water in the kitchen is headed by a small undersink boiler, should the water run cold please wait 5 mins for it to heat up again, please do not adjust the settings .

Do not adjust the water boiler in the special needs toilet area.

## **Cleaning**

All cleaning material is kept in the cupboard between the toilets. This cupboard should be kept to comply with COSHH requirements a key will be provided.

## **Garden**

The garden area is available for use during the summer months for kids parties etc

## **Tables and Chairs**

Finding tables and chairs are located in the store room at the top right hand corner of the hall, please return this neatly when finished.