

## **BARMBY MOOR VILLAGE HALL**

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### **Important Information for Hirers**

Before session, please ensure that:

- All exit doors are unlocked
- Escape routes are free from obstruction
- Any fire doors are closed - NOT propped open
- Fire-fighting equipment is in place with clear access

At the end of the session:

- Place any rubbish to the external bins - clean glass and plastic bottles, cans and clean, dry card and paper (but NOT wrapping paper) to blue bin. ALL OTHER WASTE to green bin
- Check that electrical appliances are switched off and unplugged
- Check that taps are properly turned off
- Close all windows and internal doors
- Turn out all lights
- Lock up and return key to Key Safe