

Terms & Conditions Chapel Community Centre, Cross Houses

END OF SESSION CHECKLIST

EXTRA COSTS OCCURRING DUE TO FAILURE TO COMPLY WITH THE END OF SESSION CHECKLIST, WILL RESULT IN A FURTHER CHARGE FOR HIRE

- All switches to be turned off, except for the fridge
- Fridge emptied
- Oven and hob cleaned
- All surfaces wiped and sink empty
- Water heater turned off
- Used tea towels to be left on the work surface for collection

Main hall

- Floor swept and vacuumed (there is an extension lead and/or ample sockets for ease of use)
- Curtains, please leave as you find them.
- Front fire doors secure

Entrance hall and smaller room

- Windows closed
- Carpet vacuumed

Please ensure all chairs are neatly stacked (no more than 4 high) and placed tidily around the room. Please avoid knocking the thermostats.

Tables should be wiped, and left up in front of radiators around rooms.

Toilets

- Check taps and toilets are not left running.
- Sinks, toilets and floors should be cleaned as required.
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Final check of all rooms

- Thermostats in both rooms turned down to 9.
- Lights all turned off
- Internal fire door closed
- Extractor fans switched off (if used)
- Bins emptied

Bins, including recycling bins, are located outside the main door and all waste should be disposed of.

Please report any problems to centre caretaker (Rachel)

Richard Purslow 01743761116 or 07792413122

