

MOUNT PLEASANT CENTRE LTD

COMPANY REGISTRATION NO.06136043 REGISTERED CHARITY NO. 113587
REGISTERED OFFICE: 1A MOUNT PLEASANT, BRADFORD ON AVON WILTSHIRE BA15 1SJ
TEL 07843 296986

Centre Access and Security

General

Access to the Centre and its ongoing security are key issues for the Committee and it is in the interests of all users/hirers to ensure that it is closely controlled. The Centre is unmanned during usage hours, although Office users on the second floor may be present, so please ensure that, as a hirer, you make your clients fully aware of the need for security.

Key Holders

Regular hirers will normally be issued with a key to the room they use on first use. This key must be carefully controlled and is only for use by the hirer. If you no longer use the Centre it must be returned to the Administrator.

Non-Key Holders

Ad hoc/single hirers will not normally be issued with a key. They will be admitted by the Administrator or other Committee Member just before the commencement of hire who will also lock up at the end of the hire. If you have not been notified who is meeting you at the Centre by the day before the hire, please email the Administrator on contact@mountpleasantboa.org.uk or call 07843 296986.

End of Hire Security Check

It is imperative that all hirers check the windows and external doors at the end of a hire period to ensure they are secured. Lights must also be turned off and internal Fire Doors closed as indicated on the signs. Any electrical appliances used, such as loudspeakers or fans etc., should be unplugged and removed. Any problems securing the building must be notified the Administrator on contact@mountpleasantboa.org.uk or call 07843 296986 immediately.