

HALL USER GUIDE

Rowlands Castle Parish Hall - Registered Charity No. 305024

As the hirer of Rowlands Castle Parish Hall, you have a duty to familiarise yourself with the following information and ensure your guests or groups are made aware of fire exits, evacuation procedures and the location of the first aid kit.

Parish Hall Office hours: Monday 9am to 11am excluding Bank Holidays

- On entering the hall, ensure you know where the fire exits are and read the fire evacuation procedure displayed on posters at fire exits.
- Ensure hall users are made aware of escape routes, fire exits and their operation and the evacuation procedure.
- Keep escape routes and fire exits clear at all times, and ensure fire doors are kept closed
- Ensure users know how to operate the emergency exit buttons for the Magloc door system
- Inform users that there is a No Smoking policy throughout the premises and garden.
- Locate and inform hall users of the location of the nearest first aid box.
- Bring a fully charged mobile phone in case of emergency as the nearest telephone is in the Parish Hall Office which is locked outside of Office hours.
- Use a signing-in book so that, in case of fire, you can carry out a roll call at the assembly point.
- An Emergency Contacts lists for the hall can be found on the front lobby wall and in the hall's information folder in the main lobby.
- The hall's wi-fi code can be found on signs in the small hall, large hall and Oak room.
- Should you find any defects or damage to the facilities or equipment at the hall, please report it to a member of staff onsite, or email facilities@rowlandscastlepc.org.uk immediately and include a photograph and description of the damage. For urgent issues, refer to the emergency contact information.
- A copy of the premises licence summary can be found in the lobby.
- A map displayed in the front lobby provides the location of the: Fire alarm; First Aid kits; Fire blanket; Fire extinguishers; Fire doors; Fire escape doors; Gas main inlet cut-off; Electrical Fuse boards; Electric mains cut-off switch; heating thermostats; boiler cupboard; and the reset panel for the alarm pull cord located in the accessible restroom.
- Please record all accidents in the Accident Reporting book which is located on the shelf in the front lobby.

IN THE EVENT OF A FIRE

- Evacuate the hall in a calm manner ensuring that all areas are clear of occupants, including the ladies' and gents' restrooms, accessible restroom, changing rooms, kitchen/kitchenette.
- Use the Recreational Ground Car Park on The Fairway, opposite the hall, as an assembly area.
- Dial 999 and request the Fire Service.
- Give full details of emergency, name, contact number and address as follows:

Rowlands Castle Parish Hall, 11 Links Lane, Rowlands Castle, Hampshire PO9 6HN

- Attack the fire if possible, using the appliances provided
- DO NOT take risks
- DO NOT return to the building unless authorised to do so.

HALL USER GUIDE CONTINUED

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- **Central Heating** is controlled by wall thermostats placed around the building. The main hall thermostat controls both the large hall and changing rooms. On entry to the halls, press the central button of the wall thermostat to switch on the heating (display will read 19°C). To adjust the temperature, use the central dial. Pressing the central button once again will switch the heating off (display will read 5 °C).
- **Room 7** will store a chair trolley and grey chairs for use in the small hall or outside only.
- **Room 5** will store 119 red chairs for indoor use only and two table trolleys: one holding 14 small tables; and another holding 14 large tables. Additionally, 1 large table and 1 small table are stored separately in this room. **Please clean all tables before storing as instructed.**
- **Room 10** contains brooms, a Hoover, dustpan and brush. **Please sweep hall floor after use.**
- **Room 12** (behind the stage) stores mops, labelled for each area, floor cleaner and buckets. **Please mop up spills immediately.**
- There are two tea-trolleys, which may be found in the kitchen, kitchenette or rear corridor.
- If the **main hall lights** do not appear to work, check that the house lights switch, (located on the stage adjacent to the gas meter) is turned on.
- If the **hot water** in the main kitchen is running cold, the kitchen boiler's pilot light may have gone out. Turn the hot tap on and turn the top (ignition) knob to the left, quickly until it clicks. You may need to do this a few times before you see the pilot light ignite. (It can be difficult to see if it is lit) Turn off the hot tap then turn it on again and the boiler should fire up - if not, repeat the above steps.

When leaving the building please ensure:

- Tables are wiped clean using the cloth & spray provided and tape/blue tac removed.
- Tables and chairs are returned to the store room and stacked as instructed.
- Cups, crockery, utensils etc are cleaned and stored and dishwasher empty & cleaned.
- Hall and kitchen/kitchenette floors are swept and clean (free of spills, stains or marks)
- If used, fridge, oven, hob, microwave, toaster and kettle are left clean and switched off.
- All windows are closed securely and internal fire doors are closed and exits clear.
- Water taps are off in kitchens, restrooms, changing rooms and toilets are flushed.
- If used, the amplifier and microphone are switched off and the cupboard locked.
- All the lights including external lights are switched off.
- Heating is switched off at the thermostat (display will read 5 degrees).
- Heaters in the Oak Room are switched off (if used).
- The rear lobby fire door, kitchen to side exit door, single front fire exit door and double fire exit doors are closed securely and clear.
- All food, waste and rubbish, including glass bottles, is to be taken away when you vacate the hall. Our black re-cycling bin only takes clean & dry: paper; card; tins; aluminium cans; and plastic bottles. If the bin is full take recycling away with you.
- Carry out a final 'walkabout' to ensure that no one remains on the premises.
- Finally, ensure the main double doors are closed and locked with the key when the last person leaves.

THANK YOU! Rowlands Castle Parish Hall Management Committee