

# **SCORTON VILLAGE HALL**

## **General Rules**

- 1. Please leave hall clean & tidy with chairs and tables stacked away.**
- 2. Please park your car responsibly.**
- 3. Please lock the internal door when hall in use.**
- 4. Please make yourself aware of exit routes and where fire extinguishers are sited.**
- 5. Please do not block the fire exits.**
- 6. Please do not mark the floors.**
- 7. Please make sure all hire fees are paid on time.**
- 8. Please provide as much notice as possible of any cancellations so the hall can be re-hired.**
- 9. Please make sure all rubbish is placed in the grey bin outside the front of the hall.**
- 10. Please ensure that the heating dial is left at 12° when you leave.**
- 11. Please keep noise to a minimum on arrival and on departure.**
- 12. Please consider our neighbours when playing music.**
- 13. Please report any issues or breakages using the yellow reporting book in the kitchen drawer.**