

## **HOUSEKEEPING RULES**

**These rules must be followed to ensure Tendring Village Hall provides a healthy and safe environment for all users.**

- All visitors should arrive and leave through the main entrance door.
- The Fire Exit door at the rear of the hall must only be used in the event of an emergency. The only exception to this is if equipment needs to be brought into the hall, the door can then be opened while it is brought in, but must then be closed until the equipment is removed.
- **THE DOOR WILL BREAK IF CONSTANTLY USED.**
- The kitchen door can also be used to bring equipment into the hall. During hot weather it may be opened for ventilation and then closed at the end of the booked session.
- Please recycle where possible - there are green and red recycling bins in the kitchen for this purpose.
- Bottles must not be left in the hall so please take them home with you.
- All rubbish must be put in bags, secured to prevent leaks and deposited in the bins at the rear of the hall.
- Exercise equipment belongs to other hirers must not be used.
- There is a check list by the front door showing what must be switched off before leaving the hall.