

The Wildside Centre User Guide

Welcome to The Wildside Centre!

This building and its grounds are owned by Stratherrick & Foyers Community Trust and operated for the benefit of the local community.

This guide includes responsibilities for all those hiring the Centre, safety information and emergency contact details.

There are 6 sections in this document:

1. General information about the Wildside Centre and conditions of hire.
2. Hirers' responsibilities.
3. First Aid and fire safety.
4. External areas.
5. Disposal of waste materials and recycling.
6. Emergency information, contacts and fire evacuation plan.

1. General information about the Wildside Centre and conditions of hire.

All users are requested to treat the building, garden and equipment with care.

If you find a fault with the building or systems, such as a cracked pane of glass or a missing kettle, please report it in the Non-urgent fault book in the vestibule.

If you find a matter requiring urgent attention, such as a broken lock, an unsafe appliance, burst pipe or blown fuses, please telephone our emergency number, noted in section 6, and report it as an URGENT FAULT.

On booking, hirers will be given a code for the Keysafe mounted at the main entrance. Releasing the key will allow you to open the main double doors of the Centre. You may have restricted your hire to one or more of the rooms in the Centre. Please do not use other rooms you have not booked. Please immediately acquaint yourself with the means of escape from the room(s) you will be using and note the position of Fire Alarm break glass points. Other hirers may be using different parts of the building during your hire, so please be considerate of other users.

On arrival, please sign in using the logbook located at the front desk, and please sign out as you leave. This ensures that all users can be accounted for in an emergency situation.

Heating and hot water is controlled by the Trust's Facilities Officer. You should not need to touch any heating or water controls.

The kitchen and kitchen equipment will be clean when the hire commences. Please ensure you clean all equipment that you use before you leave.

Wi-Fi is available for all users. The password is changed occasionally and is written on a notice in the main carpeted lobby.

Lost property should be passed to the Facilities Officer or left on the shelf behind the door in the main storage area.

Please remember to make the Wildside Centre secure before you leave the premises.

This includes the fire doors, which may not be fully held on the catch if they have been opened.

Campervans, caravans and tents are not permitted overnight anywhere on the site, and no-one is permitted to sleep overnight on the premises, even if this is in conjunction with an event involving the hire of the Centre.

Clubs or individuals hiring the Centre are required to agree to the Conditions of Hire.

2. Hirers' responsibilities.

Hirers are responsible for ensuring that they meet all legal requirements including ensuring non-smoking regulations and any special regulations (such as Covid regulations) are adhered to. Selling alcohol is only permitted by prior agreement and confirmation that the proposed bar meets the requirements of all alcohol licensing laws.

Hirers are reminded that they are responsible for leaving the premises in a clean and tidy condition. The cost of repairing damage (for example a broken pane of glass) will be charged to the hirer.

Whilst the cost of electricity is included in the hire, hirers are required not to waste power, or leave windows and doors open for ventilation when heaters are on.

Please remember that residents live nearby and to limit noise.

3. Fire Safety and First Aid.

a) Fire Safety

If you discover a fire, please operate the alarm by breaking the glass in the fire point closest to you.

In the event of a fire, your first priority is to leave the building immediately (do not stop to collect your belongings) by the nearest exit. Fire evacuation plans are located in every room within the building; please familiarise yourself with them on arrival. Assemble at the Emergency Assembly point in the car park directly opposite the main entrance of The Wildside Centre and wait to be accounted for. Please phone the emergency services when it is safe to do so.

When using the building, please ensure that users do not block fire exits.

Smoking is not permitted in the building or its immediate vicinity. If you do smoke, please dispose of your cigarette butt in the cigarette bin located by the storage container in the car park.

Electrical faults can also cause fires. If you see a dangerous wire or notice a faulty electrical appliance, do not use it and report it in the book provided.

Wildfires on the grassland around the centre can occur during dry conditions, especially in spring and summer. The use of disposable barbecues and campfires are not allowed in the grounds of the Centre. Fire drills will occur periodically, please treat as a genuine emergency situation and evacuate the building immediately.

b) First Aid

All Stratherrick & Foyers Community Trust staff are first aid trained. If an accident occurs, please alert a member of staff.

If no staff are available, first aid boxes can be found in the Foyer, Kitchen and Board room cupboard in the Centre.

The nearest defibrillator is located at the Whitebridge Hotel. In a medical emergency phone 999.

4. External areas.

Hirers should ensure that users park their vehicles in an ordered fashion to maximise capacity for all users and to ensure that access is not blocked for emergency vehicles. Please do not restrict access to the Wildside Centre car park by parking in the entranceway outside the main gate.

When making use of the external areas at the Centre, please be aware of risks such as insect bites and stings (including ticks) and trip hazards caused by rough ground.

Please do not attempt to access the River Fechlin by the steep banks.

Dog owners should clean up after their animals or shoes and dispose of the waste in the general waste bin by the front gate of the Centre.

Use of the playpark is at your own risk.

5. Disposal of waste materials and recycling.

Please use the bins provided to dispose of general waste and recycling. Each bin is clearly labelled with the items for disposal.

Bulky and oversized items and glass recycling should be removed from the premises by the hirer.