

# The Reading Room – Conditions of Use

The capacity of the Reading Room is **100**  
(includes any ancillary staff at functions).

## **THIS PREMISES IS A NON-SMOKING VENUE.**

1. All users of the Reading Room must appoint a Safety / Fire Officer, who must be over the age of 21. That person may not leave the premises whilst a function is in progress. In case of an emergency, he or she must ensure the safe evacuation of the premises and that the appropriate emergency service(s) are contacted. They must also ensure that all fire exits are kept clear.
2. The serving of drinks must be kept to the rear of the hall, as this is easier to keep clean. Please note – This floor may become slippery when wet.
3. Meter tokens are available from the Steward for all electrical appliances in the kitchen area, including hot water.
4. Limited China and Crockery are available for the Reading Room users. Please ask the Steward for details. Please note that tea towels and dishcloths are not supplied.
5. During any function the front main door must remain closed and all attendees must remain inside the building (this is to reduce disturbance to the surrounding properties.)
6. The key for the Loop System can be found on the door in the right hand cleaner's cupboard at the rear of kitchen and must be replaced after use.

## **AT THE END OF THE SESSION:**

### **(PLEASE LEAVE THE READING ROOM AS YOU WOULD WISH TO FIND IT).**

7. Nothing should be taken from the Reading Room without the prior permission of the Chairman or Steward.
8. For safety reasons, please leave the chairs in the extension room stacked **NO MORE THAN FIVE HIGH.**
9. Please sweep the floor and if there have been any spills, please mop them up. Brooms, mop, etc can be found in the cleaner's cupboard at the rear of the kitchen.
10. Please wipe down all tabletops, then stack the tables away in the extension room. Ensuring that the safety chain is in place. Please wipe down the kitchen table and surfaces.
11. Please empty all waste bins as required into the commercial waste bin situated on the drive and replace liners. These can be found in the cleaner's cupboard in the kitchen.
12. Please **completely** empty the refrigerator before leaving the building.
13. **PLEASE ENSURE THAT THE TOILETS ARE LEFT IN A CLEAN AND HYGIENIC STATE.**

## **ON DEPARTURE:**

14. Make sure that the two cookers and all the lights are switched off.
15. Close all internal doors including the sliding extension door. Check both fire doors are securely locked.
16. The person locking up must PRESS THE LIGHT TIME-SWITCH BUTTON BY THE INSIDE MAIN DOOR, THEN TURN OFF THE ADJACENT TWO LIGHT SWITCHES. There is a time lapse of a few minutes to enable the outside main door to be locked before the lights go out.
17. Please be as quiet as possible when leaving the Reading Room late at night as there are many houses in the vicinity, including the adjacent cottage.

## **PLEASE NOTE:**

18. The wheelchair ramp is located at the back of the building leading into the extension. THE DOOR TO THE KITCHEN IS TO BE USED AS AN EMERGENCY EXIT ONLY AND NOT FOR GENERAL USE.

## **19. LETTING TIMES:**

Morning	08.30 to 13.00
Afternoon	13.30 to 17.00
Early Evening	17.30 to 19.00
Evening	19.30 to Midnight

Please note that these are only guide times for multiple bookings (please enquire for private party bookings). Can you please put all applications for block bookings into writing, as this will need to be discussed by the Working committee. Can all users please ensure that the key is returned to the Steward in time for the next organisation to collect it.

For example, Morning session ends at 13.00 key returned no later than 13.20.

Can all users please ensure that the key log is completed and signed when collecting and returning the key.

Helmdon Reading Room General Management Committee ask all users to abide by the Rules and Regulations contained within the conditions of use. Any organisation failing to do this, will receive a verbal warning. If this is unsuccessful the organisation will receive subsequent written warnings (up to a maximum of two). If however this does not have the desired affect, any future bookings will be cancelled and the offending organisation will be asked to look for an alternative venue.

Thank you for your co-operation,

Helmdon Reading Room General Management Committee.

June 2007