

INNELLAN VILLAGE HALL (SC045136)

GUIDELINES for HALL USERS

The Hall belongs to the Community and is managed by an elected committee on behalf of a Board of Trustees. It is therefore incumbent on *all* users to act responsibly in their use of the facility so that everyone can have the full use and enjoyment of the Hall.

IMPORTANT.

We hope that there will be no unforeseen events during the period of your hire but in the interests of all we ask that you ensure that you and others are familiar with the location of the Fire Alarm, Fire Exits and Fire Extinguishers, where they are and how to use them.

Please read the **!!FIRE!!** - Action to be taken in the event of a FIRE –guidance before the start of your event. This is on the Notice Board in the lobby of the Hall.

FIRE NOTICES

To ensure your members fully understand the procedure in the event of a fire, it is recommended that you draw their attention to these notices displayed around the premises and remind them frequently.

FIRE EXITS

These are the main entrance and the Fire Exit at the right hand rear of the Main Hall and must not be obstructed.

FIRE EXTINGUISHERS

These must not be removed (except in the event of a fire) covered or made inaccessible.

EVACUATING THE PREMISES

On hearing the fire alarm, direct all persons to move in an orderly fashion to the Assembly Point without attempting to collect or uplift personal belongings. Ensure (if circumstances permit) that all areas of the premises have been vacated and report this information to the Fire Brigade when they arrive. Close all external doors after the last person has left. [For Regular Users: It is recommended that a simple register of members be kept with you, so that you have an up-to-date record of members present each time you occupy the premises. This will enable you to carry out a roll call at the Assembly Point]. When you can, telephone the Hall Booking Clerk on 07712902592 to advise of the situation.

END OF HIRE PERIOD

At the end of your hire period, please ensure that the parts of the premises you have been using are checked to ensure nothing is overlooked that could give rise to a fire.

USE OF THE HALL

- Please note that nothing must be affixed to the furniture, walls, woodwork or fabric of the premises.

- Children involved in pantomime, shows and plays must be supervised by adults who can confirm they are familiar with and have an understanding of any current publications/guidance relating to children and young people or vulnerable adults issued by the Scottish Government or Scottish Executive or any document derived from these publications and endorsed by an accredited agency.
- It is the hirer's responsibility to comply with liquor licensing requirements and other local authority regulations and with legislation prohibiting smoking in an enclosed area.
- Bins for cigarette ends are provided at the entrance door – please ask your guests, where necessary, to use them and not to throw cigarette ends on the outside paving.
- Where music is being played the volume must be kept to a reasonable level to avoid causing a nuisance to nearby residents.

Hirers are reminded that at the end of the hire period they are required to:

- If you have drawn the curtains across the windows please open them again before leaving to avoid condensation problems.
- Bag rubbish. Tie up the bags and place in the Wheelie Bins. DO NOT leave rubbish bags by the side of the building as birds will pull out the contents which are not pleasant for others who have to clear it up. If there is too much to go into the bins please take it with you.
- As the Council will not take recycling items from our premises please take glass & plastic bottles/cans with you or deposit them in the nearby recycling bins in the car park..
- We do not provide tea towels for Hirers use but tea towels are available if required – **if you use them please launder them and return them within five days**
- fold down tables and return them to their storage areas which is in the small store off the Ante Room:
- Chairs must be left stacked in the small store off the Main Hall after use
- If chairs are moved into the main hall from the Ante Room please return them to that area
- Leave the hall and kitchen in a clean and tidy condition, please wipe down work top surfaces, sweep floors where necessary and mop any spillages. Dust pans/brushes (under kitchen sink) and mops are available in the kitchen, sweeping brushes and shovel in chair store.
- Remove all equipment brought onto the premises.
- Switch off the heating and all lights and check that all windows and external doors are shut and secured. PLEASE ENSURE THE HALL IS EMPTY BEFORE DOUBLE LOCKING THE DOOR. IF YOU ARE THE LAST PERSON IN THE HALL WHEN LEAVING, PLEASE CHECK THE OTHER ROOMS, CHECK ALL HEATING AND LIGHTS ARE OFF, LOCK THE MAIN DOOR (BOTH LOCKS)

It is the hirer's responsibility to check that all lights, kitchen appliances and heating have been turned off before finally leaving the building and locking the doors. Please ensure that Fire Exits are closed and secured from the inside and that all internal Fire Doors are closed.

When vacating the premises, especially late at night, hirers are requested to do so without causing undue noise and disturbance to nearby residents. Please remember to leave punctually at the end of the hire period.

Keys are to be returned in accordance with arrangements agreed with the Bookings Officer within 24 hours of the conclusion of the event. If you fail to return the keys the cost of replacements will be deducted from your damage deposit.

In the event of a **SERIOUS** problem at the Hall during your Hire Period - for example an electricity/heating/plumbing fault – in the first instance call 01369 830582.