

Risborough Community Centre

Committee Room

User Information

Heating

The heating override switch situated inside the Main doors on the right must be pressed to provide one hour of heat. It must be pressed again each hour to maintain heat.

Tables

These are stored in the corner of the Committee Room.

Lighting

The switch is located on the left hand side inside the entrance.

Cleaning up/ Rubbish

Please leave the Committee room clean and tidy for the next hirer. Please ensure all tables are wiped clean after use. Please wash and dry all kitchen equipment used. A vacuum cleaner is available in the storage area for your use. Large amounts of rubbish should be placed directly in the large blue wheeled bin outside the Community Centre, adjacent to the disabled parking area and play area. If locked the key can be found hanging in the Main Hall kitchen lobby

Recycling Waste

Recycling facilities for glass, plastics, cans and paper, can be found in the Mount Car park, in Stratton Road. Please use these facilities when possible.

Toilets

Toilets are situated in the corridor next door to the Committee room.

First Aid

A first aid kit can be found in the Committee Room kitchen area. All accidents need to be recorded in the accident book kept inside the first aid kit with details of the accident, the person involved and any actions taken.

Emergency Phone

The Emergency phone is in the Main Hall lobby, opposite the office.

In Case of Fire Being discovered

Sound the nearest alarm call point. Evacuate the building through the nearest fire exit and gather near the children's play area, check that everyone in your group is accounted for. Call the fire brigade.

Fire Alarm

If the fire alarm rings, and no fire is discovered, the following people may be called for assistance.

Charlotte Bradshaw (Administrator) 01844 343287

Colin Griggs (Maintenance) 07860 725991

Donald Rintoul (Trustee) 01844 344134

On Vacation of the building

Please ensure that all electrical appliances are turned off and unplugged and lights are turned off on vacation. Please lock the Committee room door and then check the building is empty and no-one is in the toilets before fully securing the front doors on exit. Please do not lock the front doors if the main hall or Club Room is in use.