

Risborough Community Centre

Main Hall

User Information

Heating

The heating override switch is situated inside the Main hall entrance to the right and must be pressed to provide one hour of heat. In addition you also need to turn on the electric wall heaters in the main hall, operated on a 20 minute time switch. The switch is clearly labelled on the wall in the Main Hall. They must be pressed again to maintain heat. There are also ceramic heaters for an extra boost of heat. The switch is also on the wall.

Lighting

The light switch is located inside the double doors to the left. The remaining light switches are located in the kitchen.

Tables and Chairs

These are stored in the Main Hall Store on the left hand side on entering the hall and adjacent to the kitchen. Please do not drag chair trolleys. Please read user instructions on trolleys. Please replace chairs, chair trolleys and tables where they were found and do not block access to fire exits or doors.

Cleaning up/ Rubbish

Please leave the hall clean and tidy for the next hirer ensuring that all tables are cleaned after use. Cleaning equipment is available in the Cleaner's cupboard to the rear of the kitchen. Please wash and dry all kitchen equipment used.

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 the bin is locked please find the key to the bin in the Main Hall kitchen lobby, hanging on a hook to the right of the back door. Please make sure you return the key after use. If the key is missing, please leave the rubbish neatly tied up in bin bags by the bin.

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 off the Main Hall corridor.

First Aid

A first aid kit can be found in the Main Hall kitchen. 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 action taken.

Emergency phone

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

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 after use. Please check all fire exit doors are secure (there are red lights above the main hall entrance doors that will be alight if a door is open) Please check the building is empty and no-one is in the toilets before turning off all lights and fully securing and bolting the front doors on exit.