

# Risborough Community Centre

## Carrington Room

### User Information

#### **Heating**

Switch in entrance hall gives heating for 60 minutes. It must be pressed again each hour to maintain heat. The key for the window lock is hanging on a hook under the windowsill.

#### **Tables**

Tables are stored on the table trolley in the Carrington Room. Please use the straps to secure the tables to the trolley during and after use.

#### **Chairs**

When moving chairs please LIFT or use chair trolleys, Please DO NOT DRAG.

#### **Cleaning Up/ Rubbish**

Please leave the hall clean and tidy for the next hirer. Please ensure all tables are wiped clean after use. Cleaning equipment is available in the cleaning cupboard in the corner of the hall opposite the kitchen and in 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 locked please find the (triangle) key hanging in the lobby at the rear of the main hall kitchen.

#### **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**

Situated in main entrance lobby. Please use outside covered walk way to reach main entrance when the Main Hall is in use.

#### **Emergency Phone**

Located in the main entrance hall.

#### **First Aid**

First Aid kit can be found in Carrington Room 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 actions taken.

#### **Fire Safety**

Please observe fire safety regulations as displayed in entrance hall and kitchen. 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 fire exits are secured. Please ensure that all electrical appliances are turned off and unplugged and that all lights are turned off before locking the Carrington room entrance on vacation. If you have used the main entrance and toilets and there are no other hirers in the building please ensure that all lights are turned off and the main entrance doors are also locked.