Hall User Guide

Front door and key

When using the hall please ensure that the key safe is shut and number scrambled. This avoids casual observers getting the access code to the hall.

If the left half of the front doors has been opened, when closing them, please ensure that BOTH the top and bottom locks are secured on the left door.

After locking up, please replace the key in the key safe and scramble the code

Lighting

The lights for the **lobby** and **exterior** of the building are controlled via the 6 way panel to right of lobby door just inside the hall.   The bottom row does the lights for the entrance and lobby. The top row does the car park, exit signs and exterior lights on the building.

On leaving all switches should be turned off. The two timers under the main switch panel, one for entrance light and one for car parks, each give 15 minutes light. The buttons can be depressed before or after the switches on the panel above are turned off.   Note that there is a motion sensor for the entrance light so even though all switches are off and the timer has not been depressed, the lights may remain on if someone has just left the hall.

Lights for the **main hall** are to the left of main door into the hall. Push the rotary switches to turn on/off the ceiling, pillar and end wall lights.   Rotating the knob dims or brightens the lighting.

Lights for the **stage** are on the stage to the right of the door at the top of the stairs from the lobby. The 4 sockets to the left of the door are controlled via a noise limiter (required by Test Valley Borough Council). Should loud music trip the system so power to the sockets is lost, it can be reset via the rocker switch just above the sockets.

The lights for the **toilets** are triggered by motion sensors, but have a time delays and will stay on for a short while after someone leaves the room

Heating

The heating for the lobby and main hall is free, and is controlled by the large switches marked ON/OFF - for the lobby the switch is just to the left of the doors from the lobby to the main hall and for the main hall it is to the right of the doors just inside the hall.. A brief press of the ON button is all that is required, the display above the switch should light up, and it then takes a couple of minutes before the fan starts blowing warm air.   If display does not light up, press and hold ON button for 5 secs until a red light on the switch flashes briefly.

Heating for community room is also free, and is controlled by the panel to the right of the doors into the room from the lobby.   Simple instructions detailing use are adjacent to the control panel.

Cleaning Equipment

At the end of a hire the hall should be left clean and tidy ready for the next hire (i.e. leave it as you would expect to find it!).   There are brushes and a vacuum cleaner in the cupboard in the lobby to the right of the gents toilet.

Tables and Chairs

GOPAK folding tables and chairs are stored on trolleys in the store room at the end of the hall. In the community room there is one trolley with 7 small folding tables, and a trolley with 18 chairs.

Please return all tables and chairs back to where you found them after your hire.

Kitchen

Hot water for washing dishes etc comes from the hot taps at the sinks.   The hot water heater on the wall between the shutters dispenses boiling water.   It is turned **on** by pressing the on/off button on the unit. Please turn it **off** again at the end of your hire.

First Aid Kit

There is a basic first aid kit mounted on the wall in the kitchen

Rubbish

There are two large wheelie bins for rubbish at the end of the hall by the recreation ground.   The orange lid is for recycling materials, the black for general rubbish. If you **cannot fit** all your rubbish in the bins, then please take it away with you otherwise animals open the bags and make a mess.   You may be charged for the extra cleanup this involves.

Alarms

Should the fire alarm sound as a result of someone pressing one of the red fire alarm buttons, or the smoke or heat sensors being triggered, the alarm can be silenced at the control panel in the cupboard in the lobby to the right of the gents toilet. The control panel is on the right hand wall.   Enter the code 514 and the press the 'Silence Alarms' button.   The alarms will silence, but the control panel will continue to 'beep'. **Immediately notify** one of the hall committee using the numbers on the list on the notice board by the telephone or the booking secretary so that the alarm system can be reset.

Water

In the unlikely event of a water leak, the main water stopcock for the hall is in the disabled toilet off the lobby. At the back right corner of the room, at floor level to the right of the toilet is a small access door. Open this using a key/knife etc. and turn off the stopcock that is just inside the door.   **Immediately notify** one of the hall committee using the numbers on the list on the notice board by the telephone or the booking secretary.

Emergency Procedures

In the case of an emergency, the evacuation routes and assembly points are posted on the notice board close to the telephone in the lobby.

There is a defibrillator with instructions on the outside wall of the hall towards the recreation ground