

## CHECKLIST

**KEYS:** Collect from and return to Mylor Stores. (Post through letter box in blue door of hall if the shop is shut when you leave).

**FIRE DOORS:** For your own safety please ensure that BOTH leaves of the external fire doors (blue doors from the Reading Room and main entrance lobby doors are unbolted whilst the hall is in use.

**LICENCE:** If selling alcohol please display your licence on the notice board in the foyer.

**READING ROOM:** Is only to be used as an emergency exit - it is not part of the hired space.

**ON LEAVING:** Please ensure:

- You have cleared up (equipment in cupboard in men's loo - key in kitchen to right of hatch). Sweep the hall floor, Vacuum the lobby, Leave the courtyard area clean & tidy.

PLEASE TAKE YOUR RUBBISH AWAY. We do not have a dustbin collection.

Please check the kitchen instructions have been adhered to.

- Please put back furniture as it was - stacking tables as shown.
- Check all electrics and lights are off.
- Turn heating down to 10 degrees using wall thermostats only.
- Close all windows.
- Lock all exterior doors. Sensor light stays on for about 15 minutes.
- Close the gates and shut the padlocks if you are the last hirer of the day (see schedule of hire on lobby notice board).

THE COMMUNITY CENTRE IS REGISTERED CHARITY NUMBER 1063268

IT IS RUN ENTIRELY BY UNPAID VOLUNTEERS WHO THANK YOU FOR YOUR COOPERATION.