

ROCK VILLAGE HALL: NOTES FOR HIRERS

1. TELEPHONE NUMBERS FOR USE IN EMERGENCY

Telephone numbers for use in an emergency or an equipment failure can be found in the Emergency Contacts folder in the downstairs meeting room near the main front entrance. **The telephone hand set there can be used for emergency calls**, but not for other outgoing calls. It can receive calls and the telephone number is **01299 832971**. There is also a large torch in this room.

2. FIRE ALARM AND FIRE EQUIPMENT

You will be provided with an 'Action in the Event of a Fire' summary. There is also a copy on the notice board inside the main front entrance. If the fire alarm goes off, evacuate the building, call 999 and telephone a contact on the Emergency Contact list. The landline telephone in the downstairs meeting room can make emergency calls. Mobile phones do not always work in the village hall.

There is a fire blanket next to the first aid box in the kitchen. Familiarise yourself with the hall's fire extinguishers. There are three types of fire extinguishers in the hall:

- Four large water-based extinguishers for use on wood, paper or fabric fires.
- Five smaller CO₂ extinguishers in the main hall, kitchen, bar, corridor and upstairs, for use on electrical or flammable liquid (kitchen) fires.

3. HALL SIZE, KEYS, DOORS AND WINDOWS

There is a combination key safe outside the hall main door, containing the hall main door key and a windows key. You will be provided with the code for this key safe.

The **main hall** measures: **17.5m x 8.5m (57' x 28')** **150m² (1600 sq ft)**

External fire doors are self-closing, but the mechanisms do not always function. Before leaving, check that **all external doors are locked** by pushing gently against the top and bottom of the doors. There are three double doors in the main hall, as well as single doors in the kitchen, the bar and the stairs. It may be necessary to pull the door using the handle to ensure complete closure. **All doors should be left closed when the building is vacated. Please ensure that all windows are closed and locked after use.**

4. KITCHEN

The **kitchen** measures: **3.3m x 5.6m (11' x 18.5')**

It is equipped with two four-ring electric cookers/ovens, a 900W microwave, a large fridge, a small fridge, two small freezers, a fixed electric water urn, two electric kettles, a dishwasher, warming cupboard and a trolley.

The **roller shutters for the kitchen and bar are easier to lift from the hall side**. The locks are not operative. Please ensure that the shutters are left down after use.

All rubbish must be removed from the hall after use, as there is no refuse collection by the local authority. Please bring along sufficient large bags to take away all your rubbish.

5. CHAIRS AND TABLES

There are **160 red fabric-covered chairs**, stored in the main hall store room on the **left-hand side**. Please use the tall trolley to move the chairs, noting the instructions on it. There are also **20 blue fabric-covered chairs**. Fabric-covered chairs must **not** be taken outside on to the patio. There are black plastic chairs for external use – please ask if you plan to use these.

There are **25 long tables, each 1820mm x 760mm x 730mm high (72" x 30" x 29")** stored in the main hall store room on the **right-hand side**. These will seat up to eight people. There are also **ten small square tables, each 700mm (27.5") square**. Please do not stack them **more than five high**.

6. EXTERNAL AND CAR PARK LIGHTING

If you arrive or leave in the dark, passive infra-red security lighting will come on automatically on the entrance path.

When you are inside the building, switch on the large car park light at the wall switch in the lobby. This light will stay on for four hours or until 12.30am, whichever is the earlier. External globe lights on the outside walls are controlled automatically by a timer.

7. ELECTRICAL

The three pairs of socket outlets on the main hall east end wall are controlled by a switch and fuse board in the chair store room to the left-hand side. This should normally be left switched on. Maximum load is 30 amps. The main electrical circuit boards are in the cupboard in the corridor, but it should not be necessary for you to go in there.

If power fails, please telephone someone listed in the Emergency Contacts folder. The two external socket outlets on the west side of the building need to be turned on at the switches adjoining, inside the main hall and bar respectively.

The external socket at the east side of the building is permanently turned on.

8. HEATING AND HOT WATER

The building is heated by ground source energy – heat is taken out of the ground by an environmentally-friendly system. There are two heat exchangers and the building is heated by underfloor pipes.

The system is fully automatic and no adjustments are possible. Domestic hot water is supplied by the same system.

9. FIRES, BARBEQUES, PIG ROASTS, FIREWORKS ETC

Open fires, barbeques, pig roasts etc are not allowed anywhere inside the building or anywhere on the paved patio along the south (pond) side of the building. They present a fire risk, cause staining, and could invalidate our insurance.

There is a second paved area to the west of the patio and main hall where these activities are permitted, but please take care to avoid any stray flames etc – the whole building is wooden and very vulnerable to fire! **Cooking is not permitted anywhere outside the kitchen** – nor is it allowed on the paved area outside the kitchen door.

Fireworks, fire lanterns etc are not permitted anywhere around the village hall or anywhere on the Millennium Green. They present a fire hazard to the hall and to local residential properties, and could invalidate our insurance.

10. SMOKING

For legal and fire safety reasons **smoking is not allowed anywhere inside the building.** Please use the cigarette disposal containers provided outside the main door and near the west end paved area.

11. ACOUSTIC LOOP

There is an acoustic loop for hearing aid users. Hearing aids should be set to the 'T' position. The two pickup microphones are on the wall of the main hall on the kitchen side, and should show a green light. The controller is in the main hall chair store to the **left-hand side**, and should normally be left on.

12. CLEANING EQUIPMENT

This is stored in the cupboard in the bar. Please return any items used to this cupboard.

13. GUEST WI-FI

You may use Rock Village Hall Guest Wi-Fi free of charge, subject to the terms in the Internet Use Policy. The Policy is displayed in 'Wi-Fi Corner' on the main corridor notice board, along with the network name and current password. Please note that we are unable to provide technical support if the Wi-Fi service is not working.

13. REPORTING DEFECTS OR ACCIDENTS

There is a red Maintenance and Repair Folder in the downstairs meeting room. If you notice any faults or problems in the building, or with the operation of the Wi-Fi, please enter details in the folder.

There is a blue Accident Book Folder in the downstairs meeting room which should be used in the event of an accident. Please complete a separate sheet for each person involved in the accident. Completed sheets should be removed from the Accident Book and placed in the labelled wallet in the blue folder.

14. DISPLAYING NOTICES, POSTERS ETC

Please **do not attach notices, posters etc to plastered walls**, as the paintwork will be damaged. Also, please **do not put pins into the woodwork, such as the arches in the main hall**; use the existing hooks in the wood but please do not move them.

15. OVERNIGHT ACCOMMODATION

It is not permitted to sleep overnight in the village hall, or overnight in caravans, camper vans, tents etc on the car park or anywhere on the Millennium Green.

V6 July 2021