

## **RUSLAND READING ROOMS**

### **Guidelines for use of the Rooms**

#### **BOOKING and KEY**

Bookings are made through Mr Gordon Wilkinson, Tel 01229 860253. You will be invoiced for payment following use of the Hall. Please make arrangements to access the key on the day of your booking from Mr Wilkinson. The key opens the back (kitchen) door.

As the person making the booking, you are responsible for ensuring the hall is left clean and tidy and locked up as detailed below. Instructions for leaving the hall are given in a checklist on page 3 of these Guidelines (also posted beside the back (kitchen) door).

#### **WATER**

The water is always left on. It is mains drinking water. Please check that all taps are turned off, in the kitchen and both toilets, before you leave.

#### **KITCHEN FACILITIES**

The kitchen is equipped with an electric cooker (switch on wall beside it), electric boiler (self-filling), kettles, refrigerator, crockery, cutlery and wine glasses. There are no cooking utensils. Please ensure that any equipment used is washed, dried and returned to the appropriate cupboard/drawer.

- The fridge can be turned on from inside the cupboard beside it. ***Please leave the fridge turned off when you leave, and the door ajar.***
- The electric boiler (self-filling) is plugged in and turned on at the wall socket beside it. ***Please be sure to turn this off when you leave.***

#### **TOWELS & TEA TOWELS**

Towels, tea-towels and table-cloths are available in the Rooms. If you use these please:

*either*

- a) If a local key-holder, launder them yourself and return them to the Hall within 5 days.

*or*

- b) Leave them on the kitchen counter to be laundered by a Committee member – a charge of £1 will be added to your invoice for this service.

#### **HEATING (OIL BOILER)**

The oil boiler will be set to come on for your booking period. All radiator thermostats are set to 6 (full). If you turn them down, then please turn them back up to 6 before you leave. Should the oil boiler turn off prematurely, and you find it too cold, then you can press the '1 hr' button on the control unit for a boost. Otherwise, **PLEASE DO NOT alter any settings on the control unit.**

#### **ELECTRICITY**

There is no additional charge for electricity, but please ensure all heaters, lights (including those in the loos) and kitchen electrical appliances (including the water heater) are turned off before you leave, or when not in use.

## **FLOOR**

If your event involves serving food, making things or other activity that might make the floor dirty, then please sweep the floor after your event. Please mop up any spillages or mud brought into the hall. Broom, mop and bucket are provided in the kitchen.

## **TOILETS**

Please check and clean the toilets as necessary before you leave. Cleaning materials and spare toilet rolls are kept in the disabled toilet. Clean towels are provided in each toilet.

## **CHAIRS and TABLES**

Please stack the green plastic chairs at the back of the room. Please wipe the long white tables as necessary (particularly after events involving food or crafts) and stack them at the back of the room.

## **WASTE**

There is no waste collection from these premises. **Please remove all waste generated by your visit.** Bin liners are provided in the under-sink cupboard. Please recycle cans, bottles and plastics.

## **BREAKAGES/MALFUNCTIONING**

If you had breakages during your visit, or have any concerns about the functioning of any of the equipment in the hall, please let us know when you return the key.

## **FIRST AID KIT and ACCIDENT BOOK**

There is a First Aid Kit in the cupboard to the left of the sink in the Kitchen. Should there be any accidents during your use of the Hall, or 'near-misses' please make a note in the Accident Book in the kitchen.

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**Thank you very much for your co-operation. If we all do our bit then the hall is clean, tidy and ready for the next booking.**

## **CONTACTS**

### ***Bookings***

Mr Gordon Wilkinson,  
Crosslands Cottage, Crosslands, Rusland, Nr Ulverston. LA12  
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Chairman	Ms Mandy Lane	01229 861408
Secretary	Mr Angus Adams	01229 860316
Treasurer	Mr Giles Wingate-Saul	01229 860300

**Website:** [www.rusland.org.uk/RuslandReadingRooms.htm](http://www.rusland.org.uk/RuslandReadingRooms.htm)

**Postcode area:** LA12 8JZ

**LEAVING CHECKLIST – please complete a copy and leave on counter top.**

Chairs stacked at back of hall	
Tables wiped and stacked in back of hall	
Floor swept as necessary (e.g. after food, crafts, muddy footwear) and mopped for any spillages.	
Washing up/drying complete and all returned to cupboards/drawers	
Kitchen water boiler switched off	
Cooker/hob/microwave/fridge/kettles off	
Fridge door left ajar (use towel to keep open)	
Any electric heaters turned off	
Toilets checked and cleaned as necessary	
Toilets lights off	
Taps turned off (in kitchen and toilets)	
Windows closed	
Towels (in toilets), tea towels and table-cloths checked and left on kitchen counter for laundering ( <i>or if a local key-holder, taken home for laundering – to be returned within 5 days</i> ).	
Waste bagged and removed from premises	
Main entrance doors locked (outer and inner) from the inside.	
All lights turned off. Please note that both black switches by the kitchen door should both be left off (in 'up' position) - the outside light is on a sensor and will remain on for a while after leaving.	
Main exit door (kitchen) locked on exit and key returned to safe box.	