

RUSLAND READING ROOM
Guidelines for use of the Room
(last update 10/12/18)

BOOKING and KEY

Bookings are made through Mr David Hoyle, Tel 01229 860390. 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. The main entrance to the Room for those attending events is at the other end of the building, opened (and locked) from the inside.

As the person making the booking (the hirer), you are responsible for complying with the conditions of hire and for ensuring the hall is left clean*, 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 with tea-towel.***
- 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 activity that might make the floor dirty, please sweep the floor after your event and mop* if necessary. Please mop up any spillages immediately (slip hazard). 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 under the sink in the kitchen. 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, surface-to-surface.

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 and Accident Book on the kitchen work surface, next to the cooker. Should there be any accidents during your use of the Hall, or 'near-misses' please make a note in the Accident Book.

***CLEANING MATERIALS** are in a secure cupboard under the sink – the combination for the lock is the same as the last 3 digits of the kitchen door key safe.

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 David Hoyle,

New House, Thwaite Moss, Rusland.

Tel: 01229 860390 Email: davidhoyle1@gmail.com

Chairman	Ms Mandy Lane	01229 861408
Secretary	Mr Angus Adams	01229 860316
Treasurer	Mr Giles Wingate-Saul	01229 860300

Website: www.rusland.org.uk/rusland-reading-room/

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.	
Surfaces and sink cleaned (*cleaning materials are kept in a secure cupboard under the sink. The combination for the padlock is the same as the last 3 digits of the key safe outside the kitchen door.)	
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.	