

# KNUCKLAS COMMUNITY CENTRE

## NOTES ON USE OF HALL

These notes are intended to help users to understand how the hall operates by providing detailed guidance on some of the less obvious matters.

### 1. CHAIRS

The chairs are stacked in the store room IN GROUPS OF FIVE using the two trolleys.

There is a drawing on the wall by the door showing how to arrange them best.

Because of the need to get the mats and tables out, please arrange them in tidy rows! It is best if those on the left are facing the left wall, then the others can be placed in rows facing the back of the room.

All chairs are to be stored before you leave.

### 2. TABLES

The rectangular blue tables are a bit hard to fold up! Look at the leg fixings and you need to grip the bar nearest the end of the table and squeeze it out of the clips, then it folds easily.

The round tables are obvious. Please make sure that the legs are latched when in use.

### 3. ELECTRICITY

There are two coin meters in the hall, taking £1 and £2 coins, for lighting and heating respectively.

### 4. KITCHEN

PLEASE MAKE SURE THE KITCHEN IS LEFT HOW YOU WOULD LIKE TO FIND IT!!

The rubbish bin is to the right of the sink.

The hot water supply for the taps is by immersion heater, switched on the wall near the microwave. **It requires money in the heating coin box.**

PLEASE SWITCH OFF BEFORE LEAVING.

The hot water for tea/coffee making is from the wall mounted unit near the sink, with a switch next to it.

PLEASE SWITCH OFF BEFORE LEAVING.

The refrigerator is switched from the socket in the corner near the sink.

PLEASE SWITCH OFF AND LEAVE DOOR AJAR WHEN YOU LEAVE.

COOKER: The switch is on the wall to the right.

The timer on the front has to be on "00:00" for it to work immediately.

MICROWAVE: all controls are as you would expect.

CROCKERY & CUTLERY: Please make sure items go back where you found them, but if you forget you could leave them out for us to put away in the right places.

#### 5. AUDIOVISUAL EQUIPMENT

This consists of data projector; surround sound; microphones; and hearing loop systems.

**USERS MUST RECEIVE INSTRUCTIONS BEFORE USING THIS EQUIPMENT.**

Notes and instructions are in a green folder next to the cabinet.

The only item not in the cabinet is the screen lowering control. This is on the wall above the cabinet.

#### 6. CLEANING UP

Please leave the hall how you would like to find it! There are two vacuum cleaners in the store room and mop bucket in the kitchen.

#### 7. LEAVING

Please check (in addition to items above):

All windows are closed, the internal doors are locked (kitchen, store room and committee room).

Lights are off (the outside lights are on presence detectors so standing in front of them will prevent their going off! The switch is labelled to show whether they are on detector control (AUTO) or permanently on).