



9<sup>th</sup> BRACKNELL (South Hill) SCOUT GROUP  
LEPPINGTON, BIRCH HILL, BRACKNELL, RG12 7WW  
[www.9thbracknellscouts.org.uk](http://www.9thbracknellscouts.org.uk)

## INFORMATION FOR ALL HALL USERS

### UNLOCKING

This applies to all Hirers who are issued with keys. Generally, this will be long-term users and some one-off event bookings.

When the hall is in use, keep the main gate and front door padlocks locked on one of the fasteners as this will prevent anyone removing them, or even locking you in!

When the hall is in use, the rear fire door security chain must be removed. **This fire precaution is a requirement under the Health and Safety regulations and is the responsibility of the Hirer.** Padlock the chain around one of the door opening bars to prevent it being lost.

### CHAIRS AND TABLES

When setting up the hall, if you are using our tables and chairs, we ask you to carry the tables and use the trolley provided for the chairs. Dragging them causes scratches and marks on the wooden floor. All tables and chairs are to be returned to the storage area and stacked in the manner in which you found them. Most of the chairs are of the same design but the few that are different should be stacked separately. The types of chair are marked A, B and C on the backs.

### HEATING

The heating is controlled from a box mounted high up on the wall behind the heater itself. It is normally set on AUTOMATIC and there should be no need to adjust it. The heating can be manually switched ON or OFF if the hall is too warm or too cold. If you do need to switch it off or on you must switch it back to AUTOMATIC before you leave the hall so that comes back on for the next user, normally us! Please note that the heating is fairly noisy due to the fan and it can take several minutes for the fan to switch off/on.

### FOOD

The hall is not licensed by the local authority for the preparation or cooking of food. We simply do not have the required standard of equipment or facilities. It is permissible to bring in pre-prepared food and to brew hot drinks and serve soft drinks. Please wash up any cups or glasses used and replace them in the cupboards and on the shelves.

### RUBBISH

**All rubbish is to be removed from the site by the Hirer.** The wheelie bins on site are exclusively for our own use. Please note that there are recycling bins for paper, bottles and cans adjacent to the gates. A charge will be levied from your deposit if there is a need to remove any rubbish after your booking.

### TAPS AND LIGHTING

We ask that you use the minimum amount of lighting necessary for the prevailing conditions. There are spotlights in the hall and floodlights outside the hall. **IF YOU DON'T NEED THEM – DON'T SWITCH THEM ON.** The switches are clearly marked so please use only those you need. Ensure, before leaving, that all lights are turned off on the main panel, the toilets, not forgetting the disabled loo, kitchen and entrance lobby. Please also make sure all taps, both kitchen and all three toilets, are turned off as our water supply is metered.

### LOCKING UP

**REMEMBER** to replace and padlock the security chain on the rear fire doors.

**REMEMBER** to lock both the padlock and the deadlock on the main door.

**REMEMBER** to padlock the gates.