**CHECK LIST FOR NEW HALL USERS AND ONE OFFS eg PARTIES**

**At your first visit you will be shown:**

1. Where the bins are (please empty the kitchen bins, if you use them, into the outside bins before you leave). You must take all of your own rubbish away please.
2. Where the tables are (if you use them please put them back in the same place)
3. Where the brushes, shovels etc. are (please put them back after use)
4. The kitchen facilities if appropriate to your group
5. How to turn the small hall fire on and off if relevant to you (please turn them off when you leave)

*\*\*We rely on church volunteers to run the premises and so we appreciate your help in keeping the place as clean and tidy as you find them\*\**

**Before you leave the church can you please:**

1. Make sure that there is no litter in any of the rooms that you have used including the toilets
2. Make sure that all of the lights and fires are turned off – please double check the toilets in particular
3. Make sure that the door is locked behind you even if the key holder is returning to double lock up.

**Other things**

1. If you have problems with the heating in the **halls** then please ring **xxxxxx on Tel xxxxxx. Please do not turn the radiators off at all.**
2. If you have problems with the **heating in the church** then please ring xxxxx on Tel xxxxxxxx
3. Any other emergencies please ring xxxxxxxxxxxxxxxxxxxxxxx