

Royal Burgh of Dornoch & District Community Association

HIRE OF HALL - CHECKLIST FOR HIRERS

Before you leave please make sure that :

AREA	ACTION	done
Hall (heating from fuse cupboard)	Heaters and lights are off. Blinds are up. Exterior fire door is firmly closed	
Coffee Lounge (except by kitchen door in winter)	Heaters and lights are off and blinds are up	
Struie room (Do not lock on snib)	Heaters and lights are off and blinds are up	
Bar (fridge freezer stays on) (Pool table swept, balls in box, cues stored etc.)	Heaters and lights and 2 fridges are off and pool table is left ready for next user	
Men's toilets	Gas heater is off	
Kitchen (Do not lock snib) (If not, hand wash and call 811898)	Heaters, lights, urn and water heater are off. Exterior door is closed on snib only Dish washer seal is in place before use	
Corridor and toilets	Lights are off in fuse cupboard	
Main entrance	Exterior doors are closed and locked	
Disabled entrance (may need a push outside)	Exterior door is firmly closed	
Projector cupboard	Main wall switch is off	
Emergency parking bay (marked with yellow hatching)	Is unoccupied	
Car park	Park thoughtfully to maximize space	
All areas	Empty full bins to wheelie bins outside	
All areas	Sweep floors	
All areas	Wipe tables and return to store	
All areas	Blue chairs and extra plastic chairs are returned to store	
All areas	Accidents/breakages are recorded in log book	
Fuse cupboard	<u>Frost and alarm switch stays on</u> RCD in transparent box - lower switch Exterior light stays in off position	

Emergency contacts 01862 811898, 810282, 810788

The hall is run by volunteers – you are doing your bit if you ensure the above actions are followed –
Thank you D.A.D.C.A.