

Fen Drayton Village Hall- Regular User Groups Check List

	<u>Tick Box</u>
On Entry	
Ensure that all your members know the fire exit routes and muster point (Car Park)	
Check that the Fire Doors are clear of obstruction (Keep clear at all times)	
Check that Fire Extinguishers are in situ and not obstructed (Do not obstruct with tables/chairs)	
On Exit	
Ensure curtains are left open	
Check that all windows are closed/secure	
Check the Fire Exit doors are secure	
Return and tables and chairs to their correct storage area and ensure they are stacked correctly	
If the kitchen has been used ensure all worktops are clean and appliances are switched off	
All bottles, rubbish etc is put in the correct dustbin, we encourage as much recycling as possible	
Ensure the floors are clean	
Check that all lights are switched off (incl toilets , lobby etc)	
Ensure that exit door is locked	

It is the responsibility of the Hirer to ensure that the hall is left in a clean and tidy condition ready for the next hire coming in. It is also important that booked times (entry and exit) are adhered to for the benefit of all users.