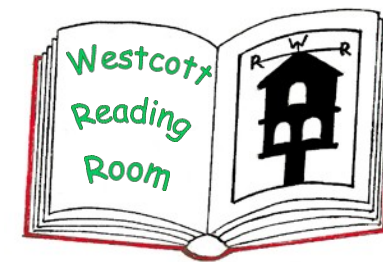


Westcott Reading Room

Institute Road
Westcott
Dorking
RH4 3NP



July 2018

Reading Room – General Usage Instructions

Liability - The Reading Room accepts no responsibility for loss or damage to client property.	Emergency - Telephone numbers in case of Emergency only: 07790 216 596 Or 07831 805 275
Main Hall Hall - Tables and chairs must be put away. Please ensure that furniture is not dragged across the floor. Chairs should be stacked in tens and moved using the chair trolley.	Bridge tables - Are not to be used. They are the property of the Westcott Bridge Club.
Curtains - Left open.	Heating - There are 2 thermostats; one at each end of the hall. Please ensure the heating is turned off on vacating the hall.
Hall Floor - Should be swept clean. Any spillages should be mopped up.	
Kitchen Cooker - The cooker can only be used if your hire agreement specifies so. After use, it and any ovenware must be left clean.	Kitchen bins - make sure that a bin liner is securely fitted to the bin. Spare liners are stored next to the microwave. Please do not leave bins full - remove the liner, close it and place it in the wheelie bin; put a new liner in the bin.
Tea Towels - Must not be removed from the RR. Used towels should be placed in the plastic tub on the lower shelf of the towel cupboard.	Recycling - Please ensure that only acceptable recyclable items are put in the green bins outside the kitchen door.
Microwave - Nothing is to be placed on top of the microwave.	Basins - Use of the basins must comply with the notices above each basin.
Toilets - To be left clean & tidy.	
General Windows - closed on vacating the hall.	Doors - Ensure that all fire doors are closed and unobstructed.
Front Door - Locked on vacating the hall.	Damage/Breakages - Will be charged at repair/replacement cost
Location Mops - Attached to the kitchen cabinet, facing the fire door.	Buckets - Stored under the sink.
Dustpan & brush - Stored under the sink.	Comment book - On the kitchen shelf, next to the microwave. Log any comments you have making sure to include the date and your name.