

Doultong Village Hall User Guide v4

Key safe code

The email address used on the booking form will be sent the key safe code, normally one week before your booking. This code will be required to access and lock Doultong Village Hall. The key safe is situated on the right-hand side of the Community Room blue door, directly off the car park. Your code should be considered confidential.

Accessing the keys from the key safe

1. Pull down the front cover of the key safe. Use the downward slide button to clear any previous digit selection.
2. Enter the code provided and turn the knob to the right. Key safe will open.
3. Take out the pair of keys and close the key safe by turning the knob to the left to relock.

The larger key will unlock the Community Room main door.

*Please note that this door may unlock either to the left or the right, depending on whether the push bar on the inside has been used. This door can stick in wet weather so once unlocked, twist the knob, and pull! *

The smaller key will allow access to the internal key box that is located through the Community Room lobby then into the Community Room itself, immediately on your left-hand side. Light switches are located to the left of the key box.

Keys, Cupboards & Rooms All keys are labelled and should not be removed from the building.

- Community Room to toilets & rear lobby (blue).

Opens the door to the toilets and rear lobby from the Community Room.

- Kitchenette & bar hatch (blue).

Opens the small door under the bar. Light switch is **inside** the bar by the other door. The roller shutter can be lifted fully.

- Main Hall to rear lobby & bar/kitchenette (blue).

For Main Hall inclusive bookings. Allows access to the toilets and rear lobby from the Main Hall (and kitchenette/bar if desired).

- Community Room to Main Hall (yellow)

Access to the Main Hall is not permitted on school days until 6pm.

- Large cupboard (Judo mats) (yellow). Double doors next to heater in Community Room. Not to be used without prior consent. Mats belong to Shepton Mallet Judo Club, not the school or village hall and are not permitted for use.

- Round tables cupboard (yellow). Double doors to the right of the Community Room notice board. Tables may be used from here if required, in addition to the rectangular tables in the Community Room. Please ensure they are cleaned and returned at the end.

- Central Heating cupboard (yellow).

Please see the section below on village hall heating.

- Bin compound (green).

Large bins are usually outside the school entrance. There is one for mixed recycling and one for general waste. Please recycle! During school term breaks, bins may be locked behind the gate. Key will open gate - please be sure to relock the gate if this is the case.

- Hand towel dispensers & hand sanitiser stations (green).

This key is for cleaning staff only and should not be used by village hall hirers.

Community Room Heating

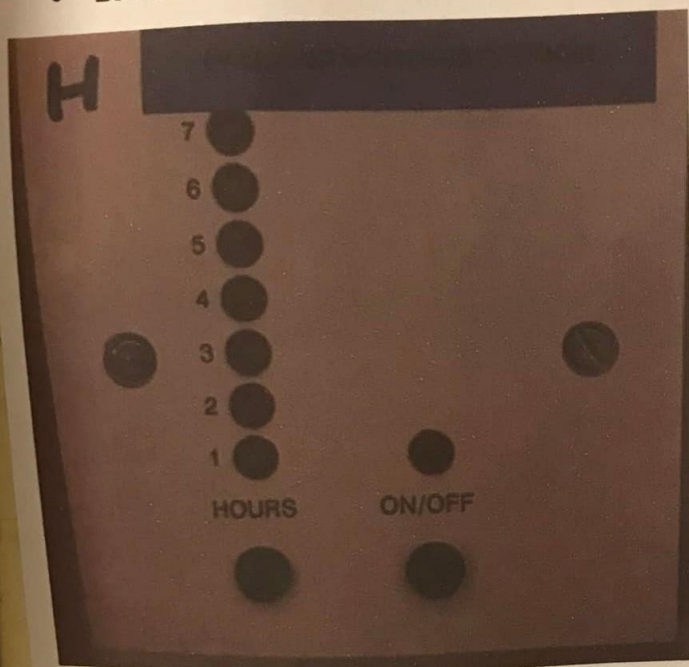
There are 2 wall mounted electric heaters in the Community Room. These may be operated by the switches above them. The heaters are set to max and there is no need to use the control panel on the heater. These switches have red LEDs to indicate that they are on. Please ensure that both heaters are off before final exit.

Main Hall + Community Room central heating

There is no access to this control panel on school days until 6pm. Key in key box: Central Heating cupboard (yellow). The central heating control is behind the door to the left, as you look at the school kitchen door in the Main Hall. The lock/key may need a 'jiggle' to open. The panel is immediately on your right-hand side in this cupboard. Please be sure to relock once finished. Instructions as below. It is very simple, please be sure to use the control marked 'H'.

Hall and Community Room Heating Controls

- Locate the hall and community room panel as below.



- **DO NOT** touch the school panel
- On the hall and community room panel, press the hours button to the number of hours you need the heating on for, up to a maximum of 7 hours
- When happy with number of hours press the on/off switch
- The heaters in the hall will warm up and when ready will blow out hot air
- You do not need to do anything to turn off, the programme will end at the end of the set hours.

Cleaning

Doultling Village Hall is a hirer clean-as-you-go facility and should be left clean and tidy for immediate reuse.

- Please give all used tables a wipe over with a damp cloth so they are not sticky for the next user.
- Cleaning materials are in the kitchenette cupboards. Vacuum if required, in the rear lobby.
- There are normally black refuse bags available under the sink for use in bins - all refuse needs to be removed by the hirer. Do not leave rubbish, particularly perishable/food items in the bins or the fridge. Large bins are normally outside the school entrance. There is one for mixed recycling and one for general waste. Please recycle. During school term breaks, bins may be locked behind the barred gate. Key for gate is in key box - please be sure to relock the gate.
- There are knives, kitchen accessories and cleaning materials within certain cupboards of the kitchenette and rear lobby. Please ensure that only suitable persons are permitted to use these areas and equipment.

Smoking

Bookings during school times, until 6pm: Doultling Village Hall and its car park are strictly non-smoking. Evening, weekend & school holiday bookings: A wall mounted cigarette bin is located by the Village Hall Main Entrance. It is against the law to smoke in the premises, this includes the lobby entrance doorway. Please smoke away from the door and ensure that all litter is disposed of properly.

Light switch locations

Community Room: to the left of the key box.

Bar/kitchenette: at the back of the kitchenette, to the left of the door to the Main Hall.

Main Hall: has a noticeboard built around it, to the left of the school office doors in the Main Hall.

Car park & driveway light switches

The switch for the car park floodlights is behind the Community Room to toilet door. This light switch must be manually switched on and off. The driveway light switch is on a timer, labelled in the entrance lobby.

Final exit

1. Please ensure all taps, lights, car park flood lights, Community Room electric heaters (x2) are off in all locations. The fridge and freezer in the kitchenette should be left on.
2. Please ensure that all internal doors and windows are properly secured, and that all equipment used is relocated to its original position.
3. All internal keys should be returned to the grey key box and locked.
4. Exit the building through the Community Room main entrance and lock behind you. Please note that this door may lock either to the left or the right, depending on whether the push bar on the inside has been used. Double check the door handle to ensure the door is locked.
5. Using the same code provided, return the green Main Entrance set to the external key safe.

Emergency contacts, incidents & reporting

Any accidents to persons or damage to the fabric of any building, window, door, contents or equipment whether accidental or otherwise must be reported to the Doultling Village Hall emergency contacts: 07780 460098 or 07852 177583.

If there is damage to an external window or door that would leave the building not properly secured and you are unable to reach either emergency contacts above, please call: Somerset Boarding (24hrs a day, 7 days a week) 01749 677526 or 07889 599020 and instruct them to secure the damaged location. It is expected that in this instance, the hirer should remain at the premises until the site is secured.