



# IMPORTANT INFORMATION: Your Hire of the Old School Community Centre

## How to Gain Access to the Building (unlocking and locking up afterwards)

1. To the left of the front door is a key safe. The code will be given to you upon booking.
2. Open the key safe and get out the white keycard which is inside (it looks like a blank white credit card).
3. Use this keycard to open the front door by holding it up to the small black panel on the wall. The door is unlocked when the green light flashes and you hear a beep.
4. Return the keycard to the key safe and scramble the numbers.
5. To set the front door to open automatically, follow the instructions on the wall above the silver key on a chain just inside the door. *(If you do not do this, the door will remain locked from the outside and the people attending your event will not be able to get in.)*
6. [Please be aware that when the door is set to open automatically, any member of the public will be able to enter the building. If you are in the building on your own, or if you have a vulnerable group with you, we recommend you keep the door in 'manual' mode, as per our Lone Working Policy.]
7. Before you leave, check that all lights on switches are off, and check that no one is left in the building.
8. When you leave at the end of your event, follow the instructions on the wall inside the front door to set the door back to 'manual' mode.
9. When the door has shut after you leave the building please check the handle to see if the door has fully locked after you.
10. Very important - make sure the white key card is back in the keysafe before you leave!



Key Safe



Keycard Panel

## General Housekeeping

1. Please leave the Centre clean and tidy and ready for the next group. Cleaning materials are available: there is a large broom in the Hall (behind the piano), and there is a vacuum cleaner and dustpan & brush by the door to the Aune Room (next to the coat pegs), and there are cloths and antibac spray in the labelled cupboard in the Servery.
2. Please keep a list of all those attending your event so you can account for them if you need to evacuate the building in an emergency.
3. Please do not use naked flames.
4. Our fire safety procedures are wall mounted inside the door of each room. Please familiarise yourself with fire exits and protocols. As there is no permanent member of staff in the building, each group using the Centre is responsible for evacuating their own group. The fire assembly point is in the car park.
5. Emergency contact numbers are displayed by the main entrance.
6. A first aid kit and accident book are on the Servery windowsill.
7. You are welcome to use the Servery/Kitchen area – please wash up after yourself by hand. The dishwasher is not available for public use.
8. Each room has chairs and tables: feel free to use these but return them to their original location after use.
9. The Centre has free wifi. Login details are displayed in each room.
10. Please remember that the building is Open Access so be mindful of leaving your possessions unattended. The Centre cannot be held responsible for any loss or damage to personal belongings.

**Please get in touch if you have any questions:**

**Within office hours: 10am to 1pm, Monday to Friday**

**Centre Manager:** [info@theoldschool.org.uk](mailto:info@theoldschool.org.uk)

07707 723637

**Out of Hours:**

**Trustee:** Ross Kennerley: 07519 991751