

NETTLEBED SCHOOL & COMMUNITY CENTRE (N.S.C.C.)

'Meeting the needs of our community'

OPERATIONAL INSTRUCTIONS

Access to the halls

Hirers will be given keys, by arrangement, prior to the hire period. The keys will give access to the community entrance, to the halls, to the cupboard off the Community Hall to the kitchen and the side gate padlock.

Access to the Sports Pitch

For Sports Pitch hire, the keys will give access to the side gate padlock and to the padlocks on all the Sports Pitch gates, including the one into the Sue Ryder grounds so that balls can be retrieved. If toilet facilities are also booked, a key to the community entrance will also be provided.

Opening Up

On entering the building, the security alarm will bleep giving warning that it needs disarming. The keypad is to your right as you enter the door. Open the flap and key-in the code given to you with the keys. Once you have opened-up, remember that you are responsible for anyone who enters the premises. Deliveries to the kitchen can be made round the outside of the building once you have opened the external kitchen door and the side gate.

Heating, Hot Water & Ventilation

If you require heating or hot water to the halls, lobby areas and kitchen, and it has not been pre-programmed for you by arrangement, you can switch this on by using the control switches on the wall in the Community Hall. As you enter, they are round to the left. The panel has 2 buttons. *Press the "Time" button repeatedly until the required amount of heating time is indicated (up to 7 hours) then press the on/off button to start the programme.* Heat to the halls and lobby is controlled by thermostat and will only come on if required, however, there will be hot water provided to the basins and sinks. The control switches also programme the ceiling fans which can now be operated using the slide controls for speed and direction (suck or blow). Further ceiling fans are provided in the School Hall and can be operated using the slide controls on the wall near to the heater in the School Hall.

Ventilation to the kitchen is provided by fans. To switch these on, operate the switch at high level by the 'Community Corner'. The speed control switches are higher up still and should only be accessed by step.

Cleaning

You are responsible for leaving the premises in a clean and hygienic state. Suitable cleaning products can be found in the 'Community Corner' cupboard above the fridge freezer. Please use only these to avoid damage to surfaces. Remember that the next users of the facilities might be children and all cleaning products must be returned to the cupboard and locked away.

Locking up and Leaving

When you have finished clearing up at the end of your event, and everything has been returned to its storage place please check the following:

- a) Heating/ventilation is off
- b) Windows/doors are locked
- c) Outside lighting is "off" at the rocker switch but "on" by push button delayed timer (See "Security Procedures")
- d) Security alarm is re-set (re-type in code and wait for "leave now" message)
- e) Keys are returned by pre-arranged date/time

SECURITY PROCEDURES

The facilities are protected by alarms:

Security Alarm

When you enter the building and disable the alarm, only the community zone is disabled. If any other part of the building is entered, the alarm will be triggered. In this instance, the key holder will need to be contacted to re-set the alarm as it is protected by a different code.

Fire Alarm

The fire alarm system can be triggered by smoke, heat or by pressing the break-glass alarm points. If the alarm sounds, evacuate the building immediately and follow the instructions on the FIRE information sheet. If the fire alarm is set off accidentally, the alarm must be reset. It can only be re-set by using the yellow key (*to be found on the ledge above the door of the gents' toilet*). Insert this into the fire control panel until it clicks. Now press the "Silence Alarms" button followed by the "Reset" button. The system can only be reset once all call points are returned to operational. This may not be possible if a glass alarm has been broken. In this case the key holder will have to be called as it would be illegal to continue to occupy the premises without fire protection.

Safety Lighting

In the event of an emergency, the emergency lighting will come on to enable the building to be evacuated safely.

GUIDANCE NOTES AND GENERAL CONDITIONS OF HIRE

We want you to enjoy using the Nettlebed Community Centre and so would ask you to bear the following in mind:

- a) Please leave the building in the condition you found it. If accidental damage occurs, please notify the key holder when you return the keys.
- b) Allow time for setting up and clearing away within the times on the hire agreement. The premises, including the car parks, should be vacated within the agreed times.
- c) No smoking is allowed within the building.
- d) Chairs and tables are stored in the cupboard off the Community Hall. Please use these as required and clean and return them after use.
- e) The halls are equipped with induction loops. Hearing aid wearers should switch to "T" to take advantage of this facility.
- f) The halls are fully accessible to the disabled and there are appropriate disabled facilities in the lobby. Two car parking spaces are designated for the disabled in the lower car park.
- g) The kitchen is an area shared with the school caterers. Please respect the need for good hygiene and cleanliness. The kitchen has an oven and warmer cabinet shared with the school and a separate 'Community Corner' with equipped cupboards, a fridge-freezer and microwave oven for community use only

CAR PARKING

Hirers of the Community Centre may make use of both the car parks.

The top car park is open to the local community outside school hours and so may be partially occupied during your hire period. Please ensure considerate parking and avoid obstructing other users.

The lower car park is reserved for those hiring the premises. The spaces are limited so you may wish to reserve them for those setting up and running your event. The grassed area near the Community Entrance has now been re-enforced to provide extra parking. Please do not obstruct the drive as it provides access for emergency vehicles.

When using the premises after dark, the outside lighting will come on automatically on a time switch. If your hire period exceeds the lighting cut off time, you can bring it back on using the override switch to the right of the exit door. However, if left on, the lighting will remain on all night. Please remember to switch off the override before leaving the premises. A time delay switch (approx. 20 minutes) can be pressed to bring on the lights to give you time to get clear of the premises.

CONTACT DETAILS

Booking Secretary: Mrs. Barbara Lewis: Tel: 01491 641648

In the event that Barbara is unavailable please contact **Mr. Norman Gibson: Tel: 01491 641559**

Prior to your event, you will be able to collect the keys and security code from Barbara or Norman by arrangement.

Emergency contact numbers:

1. Jonathan Sedwell: 01491 641647

2. Nigel Guile (Caretaker): 01491 640 21

***HOW TO FIND US* - turn into the car park by the Pelican Crossing on the High Street. The Community Centre (NSCC) is through the double wooden gates at the far side of the car park.**