

# Ardrossan Scout Group

[www.ardrossanscoutgroup.org.uk](http://www.ardrossanscoutgroup.org.uk)

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## Hall Users Guidelines

**Breakages.** Please record in Breakages Log Book.

**User's Equipment.** If storage is required please discuss with the Secretary. An itemised list will be required and all items must be clearly marked up with organisation name and item number.

**Tables & Chairs.** Folding tables and stacking chairs are available for use. They must be returned as found after use.

**Heating.** Heating is provided by ceiling mounted electric bar heaters and may be used if required. All heaters MUST be switched off on leaving the premises.

**Electricity.** Should be switched off when leaving premises.

**Hot Water.** Hot water is provided by an electric heater in the Kitchen.

**Kitchen.** The kitchen is available to all users for drinks and snacks and must be left as found after use. More extensive use of the kitchen, eg cooking meals, must be agreed with the Secretary in advance.

**Fire Safety.** There is a rear gate outside the fire doors at the North end of both halls. This should be opened whilst using the premises and closed before departing. Please also make sure the Fire Doors are securely locked when departing (check that both top and bottom locks are securely engaged).

At present there is no electronic fire alarm in the premises. Fire Action Plans are displayed in all rooms. Please familiarise yourself with these.

**Rubbish Removal.** Please remove all rubbish to the appropriate bin (ie general waste or mixed recycling) at the front of the building.

**Cleaning.** Cleaning materials are stored in the small "cleaners cupboard" in the main hallway.

**First Aid.** A First Aid kit for minor injuries is located in the Kitchen. All accidents must be recorded in the Accident Log Book.

**Log Books.** All Log Books (ie Accident, Breakages/Damage, Repairs) are held in a ring binder located by the front door.