

East Grimstead Reading Room Conditions of Use July 2017 and until further notice

1. These conditions of hire are deemed to have been accepted by all persons hiring the East Grimstead Reading Room on receipt of the booking confirmation from the Booking Clerk or their nominated deputy.
2. Payment should be made at the time of booking and, on receipt of payment, the booking will be confirmed. This can be done by electronic transfer, cheque or cash – please let the booking clerk know how you wish to pay.
3. **The key for the front door is kept in a key safe on the wall to the right of the door. The code is xxxx. Please return the key to the key safe on locking up and jumble the numbers.**
4. **The Reading Room has an alarm which must be set at all times when the Reading Room is vacant and it is the responsibility of the hirer to set the alarm at the end of the hire period when all persons have left the Reading Room. The white alarm cupboard is on the wall immediately on your left as you go through the first door on your left in the lobby (doorway to the loos). Plug into the keypad the code, xxxx, to deactivate the alarm and 1-Enter-xxxx to reactivate it.**
5. Any damages to the fabric of the Reading Room or its contents should be notified by the hirer to the Booking Clerk by telephone or email. The Reading Room Committee reserves the right to make a supplementary charge to cover the cost of repairs.
6. There is to be No Smoking at any time anywhere inside the reading Room. Any butts from smoking outside the Reading Room should be extinguished and taken away by the hirer with the rubbish at the end of the hire period.
7. No nails, screws, pins or adhesives of any kind is to be used on the walls or doors.
8. When used for Childrens' events, there must always be at least one supervising adult in the building and no children are permitted in the kitchen
9. The Emergency Exit Lights must be switched ON at all times when the Reading Room is occupied and switched off at the end of the hire period. The switch is in the lobby.
10. ALL lights and the kitchen water heater must be switched OFF before leaving the Reading Room. If any electrical device is left switched on after the end of the hire period, a supplementary charge of £10 will be made. Note: the porch light on the outside wall will operate automatically during the hours of darkness.
11. The Emergency Doors and all windows must be closed before leaving the Reading Room.
12. At the end of the hire period, any items or appliances used in the kitchen must be cleaned and left tidy and in the same condition as which they were found.
13. At the end of the hire period, the fridge must be emptied, cleaned and switched off with any food removed and the door wedged open.
14. At the end of the hire period, the floor should be swept and any tables used, wiped clean.
15. At the end of the hire period, any chairs, tables etc should be left in a tidy state and in the place they were found at the beginning of the hire period.
16. **At the end of the hire period, rubbish bins must be emptied and rubbish taken away from the Reading Room for disposal by the hirer.**
17. If the dishwasher is used, the hirer is asked to turn it on at the end of the hire period. Dishwasher instructions will be found in the kitchen and dishwasher tablets are provided.

18. Users of the Reading Room are requested to park cars considerately and safely.
Please do not obstruct access to any adjacent property.
19. Users should read the Fire Instructions and ensure all persons in the Reading Room are aware of what to do in the event of a fire.
20. Anything not working properly or apparently faulty or broken should be reported to the Booking Clerk.
21. Hirers of the Reading Room do so at their own risk. The Reading Room Committee accepts no liability for any accidents, injury or illness occurring during the hire of the Reading Room.