

## **GUIDE TO USING FASSAGE HALL**

The following is a short guide on how to use the hall!

**KEYS** - The keys are located in a coded master key safe. The key safe is located **NEXT** to the defibrillator machine, on the external wall (adjacent to the changing room doors).

You will be issued a code for the master key safe between 12 and 2 hours prior to your booked hire time.

**To use** the master key safe - line up the combination numbers from left to right and pull down the black switch (you may need to pull the switch down twice to release the latch).

Once you have finished your hire and have locked the building, place the keys back into the master key safe and tumble the numbers.

**NOTE:** The alarm for the hall will be deactivated 1 hour prior to your paid hall hire start time (unless you have made other arrangements with the booking manager).

**CUTLERY AND CROCKERY** - these are in the cupboards in the kitchen. **DO NOT** use items from the drawers or cupboard marked 'Little Legs'.

**TABLES AND CHAIRS** - these are located in the cupboard to the rear of the main hall. Should the cupboard be locked the keys are in the small cupboard in the entrance foyer next to the kitchen door.

**CLEANING** - all cleaning products and equipment are located in the cupboard in the Gents toilet.

It is your responsibility to leave the hall clean and remove all rubbish (please check the bins in the toilets) at the end of your hire.

**DEPARTING FROM THE HALL** - please ensure that all blinds are closed, lights are off, and doors closed. Lock the door and return the key to the master key safe. (There is no need to set the building alarm).

*Thank you for booking Fassage Hall for your function.*