

CLEANING AND SECURITY PROCEDURES

AT THE END OF EVERY SESSION

(summarised from The Conditions of Hire)

The person responsible for hiring the Pavilion must ensure the following procedures are properly carried out. Failure to comply may involve the forfeit of part or all of any deposit paid or a separate charge in addition to the normal booking fee.

CLEAN AND TIDY FOR NEXT USER

We can't clean the Pavilion after every booking, so each hirer is responsible for ensuring the following are carried out (depending on which rooms have been used):

- Chairs stacked, tables folded and put back in their designated positions
- Hall floor vacuumed
- Toilets flushed, sinks clean – please leave as you'd wish to find them
- Kitchen area clean, work surfaces wiped, floor washed, if necessary
- Changing room/shower area clean, floors washed, if necessary

SECURITY

Check that all the emergency doors have been closed

Secure all windows and doors

Switch off all lights and electrical appliances

Return keys to the Booking Secretary (unless held by a designated Key Holder).

RUBBISH REMOVAL

Take away **all articles** brought into the Pavilion and **all rubbish** generated including:

- soiled disposable nappies
- glass bottles
- leftover food
- any other refuse.

It is **especially important** that you do not leave rubbish in the vicinity of the Pavilion (including the bins) as the crows and/or the wind distribute it all over the car park and the Green.