

## Information for Hirers

### Keys & Codes

Out of Centre opening hours, please enter and exit via the side door. The code to the key box for the side door will be in your booking confirmation email.

Once inside the building you can unlock the main doors from the inside using the thumb locks. When you leave, please make sure you lock both the inner and outer main doors and then exit via the side door and replace the key in the key box.

### Facilities:

**Wi-fi:** we have different wi-fi connections available.

A free connection is available for all users of the site. This is unsuitable for downloading / streaming as it is limited speed.

A faster connection is available via a voucher system – connections to this faster service are included in the cost of room hire for up to 3 devices.

Further vouchers are available at a cost of £3 per session for a further 3 devices.

### Parking:

Parking is available in Calon y Fferi car park. There is also on street parking on Carmarthen Road, and public parking is available at the Square, opposite Ferry Cabin.

### Lights

As you leave, please check that all lights are switched off – especially all of the toilets.

### Heating

Please don't adjust the radiator thermostats.

The heating is programmed to come on automatically during the day, if your session is out of hours you may need to 'boost' the heating. The 'boost' button is located on the heating control panel, a member of staff will show you where this is prior to your booking. Please only press this button once otherwise it overrides all the programming!

Please also ensure that all windows are closed when you leave.

### Furniture

Please indicate your needs at the time of booking. Please leave the room as you found it. Please wipe the tables before putting away.

Chairs may be stacked at the side of the room but not in front of the radiators and no more than 4 high.

## **Toilets**

Toilet rolls are provided. Please leave the toilets as you found them.

## **Rubbish**

Please ensure that all rubbish is taken away with you at the end of your booking. An additional charge will be made for rubbish left behind without prior agreement.

## **Fire regulations**

Please familiarise yourself with the location of the fire exits. All external doors are fire exits. Please make sure these are not obstructed.

In the unlikely event of a fire, please phone for the emergency services and evacuate the building by the nearest route.

Please don't use the fire extinguishers to prop doors open- there are some wedges but fire doors should really be kept closed.

Please inform the Centre manager if the fire alarm goes off either accidentally or otherwise. If out of hours, please contact one of the Trustees (listed under emergency contacts)

## **Emergencies**

As there is no accessible telephone in the hall, please make sure that a mobile phone is available for emergencies.

## **Cleaning**

Cleaning materials are kept in the cupboard in the Community Lounge and the Hoover is kept in the foyer area under the stairs. Please leave the room as you would wish to find it.

## **Electrical equipment**

All electrical equipment brought into the Centre must be safety checked.

## **Emergency Contacts/ Out of Hours**

In the event of an emergency the following can be contacted. Please only use these numbers in extremis, all our Trustees are volunteers. Please note, Trustees will be unable to answer administrative/general questions regarding your hire, all such enquiries should be directed to the office, during office hours.

Charles ETTY-Leal (Trustee) 07775 790 604

Mark Harwood (Trustee) 07807 515 955

Liz Gibson (Trustee) 07967 604 792