

HOLT VILLAGE HALL- Appendix 2 Checklist when hiring the hall

Please will you carry out the following when you end your hiring of the hall.....

- When used switch off the PA system (on the outside of the cupboard housing the equipment)
- Remove all items you brought into the Hall
- Empty used bins and place rubbish bags in the blue waste bin in the car park
- Wipe clean table tops and stack away tables and chairs
- Check the cooker is off and the dishwasher is empty and wipe clean kitchen surfaces if used
- Make sure any spills on the floor are cleaned up and the floors are swept / vacuumed
- Sweep up any cigarette ends outside the front door
- Check external doors are locked and the fire doors are shut properly
- Check all windows are closed
- Check no-one is hiding or is left in any part of the building, including toilets and other rooms up and down stairs
- Report any damage or loss to the Bookings Secretary and record it in the Report book kept in the information cupboard in the downstairs kitchen
- Make a final check that the Hall is tidy
- Switch off all lights
- Lock the entrance door when you leave and return the key **as agreed with** the Bookings Secretary

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Revision History for information Only

Jan 2023

Was dated Sept 2020

Last bullet point updated regarding instructions on returning the key