

LEAVING PROCEDURE

NOTICE TO HIRERS OF YELLING VILLAGE HALL

At the end of the hiring session please follow the check list:

1. All tables should be wiped clean.
2. All tables and chairs should be put away correctly.
3. Floors must be swept and any spillages mopped.
4. All kitchen surfaces must be wiped clean.
5. Used crockery and cutlery must be cleaned and put away
6. Please check the toilets are left in a clean state.
7. Please check all Fire Doors and windows are closed.
8. Please remove all decorations and blue tack.
9. Please check the outside area for cans and bottles
10. All rubbish must be put in black sacks before placing in the bins.
11. Adjust heating thermostat to the frost setting of 5°C
12. Check no one is left in the building.
13. Turn off all the lights, including landing lights.
14. Secure and lock all outside doors.

Many thanks
Paul Hill
Booking Clerk
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