

Using the hall

- **Lighting;** please remember to switch off all lights after use.
- **Heating;** each heater has its own isolation switch to the side. To use, switch on at the wall and adjust the thermostat on the top of the heater. Please check all heaters are switched off after use.
- **Chairs and tables** are intended for indoor use only.
- **Tables;** please arrange them as you wish to use them; but we would ask that they are each moved by two people, and carried rather than dragged. Please be kind enough to clean and dry them after use, and stack them as you found them.
- **Chairs;** please carry chairs, maximum two at a time, and wipe off any spills as soon as they occur. Please be kind enough to re-stack them in piles of up to six.
- **Doors and windows;** please ensure any doors and windows are closed (and locked as applicable) when you leave the hall.
- **Floors;** please clean up any spills as they occur. After use please be kind enough to sweep the floor and mop if necessary.

Using the kitchen (light use)

- **Lighting;** please remember to switch off all lights after use.
- **Water;** the water is mains water and as such is drinkable. There is a water heater under the counter by the hand basin. The control dial on the front needs to be turned up for use, and off before you leave.
- **Kettle, mugs, tea and coffee;** these are provided for your use. Please leave the crockery clean and dry, and either replenish the stock or leave an appropriate donation if you use a lot!

- **Fridge.** Please feel welcome to place items in the fridge. A small amount of milk is provided for your use, please leave the other items alone.
- **Worktops and splash-backs;** please wipe down to leave as you would wish to find them.
- **Heating;** each heater has its own isolation switch to the side. To use, switch on at the wall and adjust the thermostat on the top of the heater. Please check all heaters are switched off after use.
- **Doors and windows;** please ensure any doors and windows are closed (and locked as applicable) when you leave the hall.
- **Floors;** please clean up any spills as they occur. After use please be kind enough to sweep the floor and mop the linoleum flooring if necessary.

Using the toilets

- Please be aware that the toilet facilities are **shared** with users of the camping barn as well as the pottery.
- **Lighting;** please remember to switch off all lights after use.
- **Compost toilet;** Please follow the instructions for using the compost loo, and place all rubbish in the bin provided.
- **Cleaning up;** After use, please leave the area as you would wish to find it by ensuring the basin, urinal and toilet areas are all wiped down, and the floors are swept or mopped if necessary.
- Please also empty the **bins** if they seem full. There is a wheelie bin at the top of the drive. Spare bin bags (currently using a surplus of green bags, but they must go in the black wheelie bin) are under the wash basin.