

**REYNOLDSTON VILLAGE HALL - EXIT CHECKLIST**

**GUIDANCE AND RULES FOR HIRERS - MAIN HALL**

<b>Area</b>	<b>Action</b>	<b>Check</b>
Waste disposal	All food waste to be taken away by hirer All black, pink and green bags to be taken away by the hirer.	<input type="checkbox"/> <input type="checkbox"/>
Bar	All glasses and crockery washed, dried and returned to cupboards Lightly soiled tea towels to be rinsed and left to dry Soiled tea towels to be taken away, laundered and returned promptly All work surfaces and sink clean CD player switched off Two chillers switched off (switches in cupboard on lhs of chillers) Bar swing door shut and latched	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Kitchen	All glasses, crockery, cutlery and cookware washed, dried and returned to cupboards All work surfaces and sinks clean...materials supplied by Hall Ovens turned off, hobs and oven wiped clean Lightly soiled tea towels to be rinsed and left to dry Soiled tea towels to be taken away, laundered and returned promptly Water heaters turned off Skylight windows shut Two doors shut Hatch closed Check refrigerator; may need turning off...depends on contents Take all food rubbish away for disposal and fit replacement bag Take green and pink bags away if more than half full	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Main hall	All tables and equipment returned to correct place Windows shut Curtains open and blinds up Floor swept and clean Internal front doors closed All equipment put away in allocated storage area	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Stage	Projector switched off and screen closed...remote control returned to slots Close front curtains	<input type="checkbox"/> <input type="checkbox"/>
Toilets	Please check these are clean and toilet rolls in situ, if not report to the Management Committee	<input type="checkbox"/>
Outside lights	See lighting checklist	<input type="checkbox"/>
Keys	Check you have them and return as instructed	<input type="checkbox"/>
External doors	Rear door locked Fire exit shut Front door locked	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**GUIDANCE AND RULES FOR HIRERS - OTHER AREAS**

<b>Area</b>	<b>Action</b>	<b>Check</b>
Minor hall	All glasses ,crockery, cutlery and cookware washed, dried and returned to cupboards All work surfaces and sinks clean...materials supplied by Hall Lightly soiled tea towels to be rinsed and left to dry Soiled tea towels to be taken away, laundered and returned promptly Water heaters turned off All tables and equipment returned to correct place Windows shut Curtains open and blinds up All secondary heaters switched off Projector switched off and screen closed...remote returned to cupboard	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Upstairs meeting room	All tables and equipment returned to correct place All secondary heaters switched off	<input type="checkbox"/> <input type="checkbox"/>

Toilets at rear of hall	Please check these are clean and toilet rolls in situ, if not report to domestic team	
Outside lights	See lighting checklist	<input type="checkbox"/>
Outside lights	See lighting checklist	<input type="checkbox"/>
Keys	Check you have them and return as instructed	<input type="checkbox"/>
External doors	Rear door locked Fire exit shut Front door locked	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**LIGHTING EXIT CHECKLIST - ALL HIRERS**

Area	Light	Switch	Check
Main Hall	Bar	Bar area	<input type="checkbox"/>
	Party lights	Bar area	<input type="checkbox"/>
	Main lights	Porch	<input type="checkbox"/>
	Porch	Porch	<input type="checkbox"/>
	Gents toilet	Behind door	<input type="checkbox"/>
	Ladies Toilet	At entrance	<input type="checkbox"/>
	Disabled Toilet	At entrance	<input type="checkbox"/>
	Toilet Porch	By door	<input type="checkbox"/>
	Kitchen light	By door	<input type="checkbox"/>
	Stage side light	Near rear door exit to stairs	<input type="checkbox"/>
	Stage secondary floodlight	Switch socket near window on stage	<input type="checkbox"/>
	Stage side lights	By lighting desk or near rear door exit to stairs	<input type="checkbox"/>
Corridor lights	<i>All are movement sensitive and switch automatically</i>		
Minor Hall	Overhead lights	By door	<input type="checkbox"/>
Outside lights	Outside side lights	Near rear porch internally	<input type="checkbox"/>
	<i>Rear lights are darkness and movement controlled</i>		
	<i>Outside front lights are darkness and movement controlled</i>		
	<i>Front outer porch are darkness and movement controlled</i>		
Other lights	Storage cupboards off corridor	Inside cupboards	<input type="checkbox"/>
	Upper meeting room	By door	<input type="checkbox"/>
	Drama store	By door	<input type="checkbox"/>
	Storage area off Upper Meeting room	Inside storeroom	<input type="checkbox"/>
<i>Rear toilets...lights all movement controlled</i>			
<i>WI store and boiler room.....switches movement controlled</i>			
Specialist stage lighting	Controlled via lighting board used only with specific permission and qualified operator		

**CONTACTS**

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**Telephone numbers for the key holder is to be found on the month booking calendar on the notice board.**