



A Guide to using the facilities in St.Nicholas Church Hall and Church

1. In the kitchen :

- Switch on the extractor fan located behind the water heater
- Switch on the water heater via the mains switch behind the heater and then press the button down on the front left hand corner of the heater.
- Switch on the hot water for using in the sink by pressing the water heater switch to the left of the sink above the fridge.
- **PLEASE DO NOT TURN THE COOKER OFF AT THE MAINS**
- **PLEASE DO NOT TURN THE FRIDGE OFF AT THE MAINS.**
- PLEASE DO NOT place any items on top of the hob apart from cooking pots and saucepan when in use.
- MICROWAVE switch is positioned behind the microwave—switch this OFF after use.
- If you wish to open the hatch door—please use the key inserted and ensure that it stays in the lock.
- PLEASE TIDY UP:
 - WIPE DOWN ALL surfaces using the products under the sinks
 - *Please REMOVE ALL RUBBISH and take it away with you. Any costs for tidying up the kitchen or hall will be deducted from your deposit.*
 - Please use mop and bucket provided to clean the floor after use.
 - If you have used any of the church tea towels, please leave them folded neatly on the sink draining board.
- If there are any spillages on the wooden floor in the hall please only use WARM WATER and a soft cloth to clean up any mess.

PLEASE ENSURE ALL SWITCHES ARE TURNED OFF BEFORE YOU LEAVE
EXCEPT THE FRIDGE.

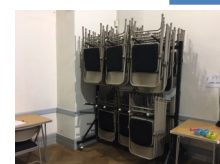
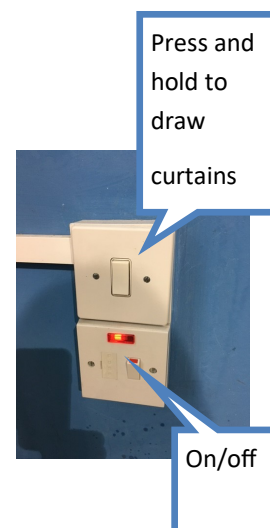
2. In the toilets :

- The DISABLED toilet includes a baby change facility. The disabled cubicle light switch is located under the cupboard on the left hand side, inside the toilet.
- Please leave the toilets in a tidy manner, ensuring that all paper towels are in the bins provided.
- There is a special mop in the men's toilet in case there is a need to mop any of the toilet floors.
- Ensure ALL lights are switched off

3. In the hall:

- IF you wish to close the curtains, **PLEASE NOTE THESE ARE ELECTRICALLY OPERATED AND MUST NOT BE PULLED., follow the instructions below:**

- **Instructions for closing and opening curtains:**
 - Switches are located to the left of the kitchen hatch.
 - Switch on power
 - Hold down the top switch to close the curtains and the same procedure to open them before you leave.
- Please return all chairs to the chair stand, stacked with the padded seat outwards
- Please return all tables to the side of the room and return any additional tables used to the rack.
- Please sweep the floor using the dustpan and brush. If there are any spillages on the wooden floor in the hall please only use WARM WATER and a soft cloth to clean up any mess.
- PLEASE TURN OFF ALL LIGHTS.



4. Using the upper glass room:

- **DISABLED ACCESS is via the stair lift. Controls are on the lift and also at the top of the stairs.**
- Please note electrical sockets are located in the floor., with a silver plate top.
- Please return all tables to the side of the room. PLEASE TURN OFF ALL LIGHTS.
- PLEASE check all internal doors are locked before you leave.