

# **CLEANING AND SECURITY PROCEDURES AT THE END OF EVERY SESSION**

(summarised from The Conditions of Hire)

The person responsible for hiring the Pavilion must ensure the following procedures are properly carried out. Failure to comply may involve the forfeit of part or all of any deposit paid or a separate charge in addition to the normal booking fee.

## **CLEAN AND TIDY FOR NEXT USER**

We can't clean the Pavilion after every booking, so each hirer is responsible for ensuring the following are carried out (depending on which rooms and furniture have been used):

- Chairs stacked against wall underneath black line
- Tables cleaned, legs folded away, stored in large cupboard
- Hall floor vacuumed
- Toilets flushed, sinks clean – please leave as you'd wish to find them
- Kitchen area clean, work surfaces wiped, floor washed, if necessary
- Sports store floor cleaned, toilet flushed and clean

## **SECURITY**

Check that all the emergency doors have been closed

Secure all windows and doors

Switch off all lights and electrical appliances

Return key fob to the Booking Secretary (unless retained by a designated Key Holder).

## **RUBBISH REMOVAL**

Take away **all articles** brought into the Pavilion and **all rubbish** generated including:

- soiled disposable nappies
- glass bottles
- leftover food
- any other refuse.

It is **especially important** that you do not leave rubbish in the vicinity of the Pavilion (including the bins) as the crows and/or the wind distribute it all over the car park and the Green.

*Pavilion Management Committee*