

Balgownie Village Community Centre

113 Balgownie Rd., Balgownie 2519

Phone: 02 42853225



Instructions To Hirers

BEFORE ARRIVING

- Remember to bring tea towels, crockery, garbage bags & washing detergent if necessary.

ON ARRIVAL – make sure this is not before your booked time

- Open door with key provided to you
- Turn on the lights which are located at the main entry door
- Set up the room in readiness for your activity ensuring that the furniture is not dragged across the floor. Table trolleys and chair trolleys are available & stored in the youth room (if using the main hall).
- Instruct guests/participants that it is a non-smoking & no alcohol centre as well as the evacuation procedures.

We hope you enjoy your time while here

BEFORE LEAVING

- Clean all furniture – wipe down tables & chairs
- Put all furniture back to where you found it so it is ready for immediate use by the next hirer. Use trolleys – please do not drag the furniture. Stack the chairs in stacks no bigger than 6. As a guide: 20 chairs are to be left in the Main Hall; 10 chairs in the Annexe (side room off main hall) ; 30 chairs left in the CWA Room with the remainder stored in the Youth Room. (accessed through the Annexe at side of main hall) Layout diagrams for the rooms are placed on the wall of each room.
- Wash, wipe up & clean the kitchen.
- Sweep/ vacuum the floor of the areas used.
- Toilets must be left clean, bins empty and ready for the next hirer
- Remove all rubbish from the centre. Put in the bins on the western side of the main hall. If the bins are full – please take the excess rubbish away and dispose of it off site.

ON LEAVING - make sure you are leaving at the time stated on your booking

- Turn off anything you have turned on – lights, heaters and fans
- Check all doors and windows are locked
- Check that everything is as you found it
- Make sure you have removed anything you brought into the building (unless previously organised with Management that items will be securely stored on site)
- Make sure all your guests/participants have left the building
- Lock the door upon leaving the building
- Please consider others and leave in a quiet manner

Please return the key to the office on the agreed day that was stated when the key had been collected