



## USERS' RESPONSIBILITIES

**After use please make sure that you:-**

- 1 switch off lights
- 2 switch off hot water
- 3 switch off heaters except, between 1 November and 31 March, the one in the Main Hall which is clearly marked.
- 4 sweep the floor if necessary
- 5 leave the kitchen, toilets and other public areas clean and tidy
- 6 replace tables and chairs (if used) in the storage area
- 7 **replace the stage (if used) in the storage area**
- 8 return the key (if used) to the key safe and scramble the lock

The Community Centre is here for all of us. Let's all help to look after it.

Thank you

The Management Committee