



Code of Conduct for Hall Users

1. Introduction

It is the intention of Lowes Barn Community Project CIO (LBCP), who own and manage Merryoaks Community Hall, to provide a safe and enjoyable experience for all users of the Hall and to be a good neighbour to the surrounding community.

Employees, volunteers, those hiring rooms, contractors, and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by LBCP as outlined in this document and by the Hiring Terms and Conditions which you have agreed to during the booking process.

If there are any problems or you need advice / assistance, please call using the phone numbers listed on the noticeboard in the Hub.

2. Health and Safety

All users and visitors to Merryoaks Community Hall must comply with all relevant health and safety legislation and act positively to prevent injury, ill health, or any danger arising from their activities and operations.

All of the health and safety requirements set out in the Hiring Terms and Conditions must be adhered to, and safety notices on the premises must be observed.

3. Noise

Merryoaks Community Hall forms part of a quiet residential neighbourhood. Please respect our neighbours' right to quiet enjoyment of their homes.

Attendees should arrive and disperse from the building in a quiet and efficient manner.

The building must be fully vacated by 23:00 (Monday to Saturday) and 21:00 (Sunday and Bank Holidays).

4. End of Hire

In order to make the use of the Hall as pleasant an experience as possible for all of our users and visitors, Merryoaks Community Hall requires all hirers to leave the premises neat and tidy ready for the next user.

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, and any contents temporarily removed from their usual positions properly replaced before the end of your time slot.

All equipment brought on to the premises must be removed before the end of the time slot including equipment hired such as inflatables.

The building must not be left unattended. If for any reason you need to leave before the end of the hire period, you must phone one of the emergency contact numbers provided.

CHECKLIST

All decorations have been removed along with any fixings.	
All chairs, tables, and other furniture moved during your booking have been cleaned and returned to their storage positions.	
All recyclable rubbish (glass, paper, plastic, and metal) has been placed in the appropriate bins in the Kitchen and Hub according to the signs on the bins	
General waste is in the appropriate bin or in securely tied bin bags. Our representative can advise where to leave the bin bags. Extra bags can be found under the sinks in the Kitchen and Kitchenette.	
Kitchen work-surfaces, cooker, and sink are wiped down and left clean and tidy.	
The fridges and freezer have been emptied of your food and any spillages cleaned up.	
All used crockery, cutlery, and cooking equipment, etc. has been placed in the dishwasher or stacked neatly on the work surface above the dishwasher.	
Toilets have been checked for cleanliness and flushed. All taps are in the fully off position	
Any damage, breakages or injuries have been reported to a representative of LBCP (contact details are on the Notice Board in the Hub).	
All equipment including hired-in equipment (e.g. inflatables) have been removed from the premises before you leave.	
If you are leaving early, have you informed a representative of LBCP using the phone numbers displayed on the noticeboard in the Hub	
The chairs in the Multipurpose Room are stacked no more than five high and placed around the walls.	

Revision	Approval date	Reason for change
1.0	14th May 2023	Initial version