

*To users of the Youth and Community Centre*

*these are just a reminder of important points*

1. Should you wish to serve coffee & tea please bring your own supplies and tea towels.
2. Please leave the kitchen in a tidy condition & dry the surfaces & leave the sinks empty.
3. Please take your rubbish home with you
4. Do not use blu tack, sellotape or similar on any of the walls.
5. All accidents must be recorded in the Accident book
6. Do not take furniture or equipment outside
7. Please let the Duty Officer know if any damage occurs during your event or if you have any problems.
8. Please ensure there is at least 1 adult for every 8 children in attendance.
9. Please to keep the building clean and tidy.
10. No ball games to be played in the room
11. No dogs are allowed in the building unless they are Assistance Dogs
12. Unsupervised children are not allowed in the kitchen. A supervising adult must be present at all times and is responsible for any children in the kitchen.
13. Always check that nothing left in front of wall heaters
14. Please ensure any equipment that is hired been PAT tested and is marked accordingly