

## Notes to Centre Users

Thank you for booking Rose Cottage Centre for your meeting. To facilitate the smooth running of the Centre for all users, we would be grateful if you could take a few moments to read these notes and to comply with them.

### Heating and Hot Water System

To turn the heating and hot water system on please see note on the boiler situated in the kitchen. Please remember to switch the heating back to timer before you leave.

### Cleaning Equipment

We hope that you found the Centre clean and tidy when you arrived and we do ask that users leave the Centre in the condition they would like to find it. Cleaning materials are kept under the sink in the kitchen. Please use cleaning cloths (and bowls) as follows:

<b>RED</b>	kitchen
<b>BLUE</b>	lavatories
<b>GREEN</b>	garden furniture

The Henry vacuum cleaner, broom, dustpan and brush and mop and bucket (for kitchen use only) are in the cupboard in the inside hallway. The mop and bucket for the lavatories and conservatory are in the lavatory with wheelchair facilities. We try to keep cleaning supplies available but if something has run out please do leave a note on the kitchen table.

PLEASE DO NOT WET MOP THE LAMINATE FLOORING IN THE CAFÉ ROOM.

### Tea and Coffee

Your booking includes access to the kitchen to make tea/coffee, etc unless café is in operation when facilities will be provided in the room(s) booked.

### Recycling

We try to recycle what we can and your co-operation in rinsing out empty containers and placing them in the correct recycling bins opposite the front door would be much appreciated. Any uncooked vegetable peelings, teabags, etc can be put in the compost bin in the corner of the garden. Please remember to replace the lid.

## **Refrigerator and Freezers / Food**

Only food and milk, etc. to be used by the Centre Café and Carrswood Day Centre are to be left in the fridge and freezers. We would ask all other users of the Centre to take away any leftover food and drink when they leave. Carrswood have the use of the top shelf in the fridge and the second basket in the single freezer. Please remember to check the use-by dates of food left in the fridge and freezers and not to leave any food uncovered or unwrapped in the fridge. This is important.

## **Washing up**

Please wash and rinse dishes, cutlery, etc. in hot water and replace where you found them.

## **Breakages**

We understand that breakages do happen. If anything should get broken during your use of the Centre, or if you find something broken, please would you leave us a note or let Gavin or Lucy Tyte (No. 42) know.

## **Water**

The hot water tap in the small lavatory can be a bit stiff to turn off. We would be grateful if a check could be made before leaving the Centre to make sure it is turned off properly. We are on a water meter and it may be more than a day before someone else comes in.

## **Computers and Learning**

The Learning room is equipped with four Apple Mac computers, black and white printing and colour scanning facilities. These computers run Microsoft Word, Excel and Powerpoint as well as Internet access using Firefox or Safari web browsers. A whiteboard/flipchart is available upon request.

## **Locking up**

Please make sure the Conservatory door is locked and bolted and all windows are closed and locked. Please also close the curtains in the Lounge, Learning Room and Café Room before leaving.

## **Emergencies**

In an emergency, please dial 999! The managers, Gavin or Lucy Tyte can be contacted on **07590 559312** or **07902 022342**.

Thank you for your co-operation and assistance.

Rose Cottage Committee, 2009