

Ashburnham Sports Pavilion

NOTES FOR USERS

ON ARRIVING

Unlock the gates using the padlock key provided and secure the gates in the open position. Lock the padlock onto the gate (a lost padlock is expensive to replace). Note the height restricting bar. If you require access for large vehicles, the height restriction can be removed by arrangement.

External lights are operated by an illuminated external switch on the corner of the building.

Entry to the pavilion is via the main door facing the sports field. The door should be hooked back when left open. The side doors can be opened using the push bar and also hooked open.

A portable ramp for disabled access through the main door is stored in the store room in the changing room nearest the road. Please replace it there after use.

If you need hot water in the kitchen or for the basins in the toilets then switch on the Water Heater – the switch is high up to the left inside the store room next to the disabled toilet.

If you need to heat the premises the main control is in the store room next to the disabled toilet. Select the time period you require and press the appropriate button. Next, set the room thermostat which is on the wall next to the store room door. **PLEASE DO NOT INTERFERE WITH THE CONTROLS ON THE FOUR WALL HEATERS.** These should all be on maximum with control of room temperature being solely by the room thermostat.

ON LEAVING

Leave the Hall in a clean and tidy condition and take your rubbish away – we do not have a rubbish collection service.

Check that you have not left any belongings behind.

Ensure that **ALL** electrical appliances except the refrigerator are switched off at the appropriate switches provided - **NOT AT THE DISTRIBUTION BOARD in the changing room.**

Turn off the water heater if you used it for hot water.

Turn off all interior lights – check the toilets!

Close any windows and the fire exit doors from the changing rooms.

Lock the front door.

Turn off the car park lights using the exterior switch.

Close the car park gates and lock the padlock on the entrance gate.