

CONDITIONS OF USE - HUTT ART CENTRE

Cleaning: Ensure all areas used are left clean and tidy (vacuum, brooms etc are stored in cleaning cupboard in the south end toilet). Return tables and chairs to original places.

Safety: Please ensure you leave internal and outer doors properly locked and always **DOUBLE CHECK** the doors when leaving. With most external doors you may have to press the round button to release the catch. If you are in the Gallery or a Studio when no other group is present in the building, please keep back door and internal doors locked as anyone can wander in and not be noticed.

LOCKING OF DOORS IS YOUR RESPONSIBILITY.

Rubbish: Any rubbish accumulated by your group must be placed in the Waste Management Bin in the Carpark (key available from the Gallery Minder). Excess packaging etc must be removed from the premises.

Food and Drinks: No food or drink should be left in the Gallery/Studios or Kitchen. Please do not leave items on bench tops, or leave unwashed cups etc in sink. Dishwasher instructions are clearly marked. Dishwash powder is stored under the sink. If dishwasher is full, please take a turn to empty it. Please leave the kitchen clean and tidy.

Lighting and Power: DO NOT ALTER LIGHTS. Only light/heat area of Studios where necessary. TURN LIGHTS OFF as you leave.

When using Heat Pump the recommended temperature is 20 or 21. Please DOUBLE CHECK to make sure it is turned off.

Health and Safety:

First Aid: There is a First Aid Cabinet on the wall in the Print Studio and a First Aid Kit in the cupboard by the door to the wheel room in the Pottery Studio. Please fill in an incident form when you use any item.

Evacuation Procedures: These are displayed prominently in every room.

Fire: In the event of a fire set off the nearest fire alarm box then vacate the building and ring 111. The alarm boxes are – Print Room, Pottery Studio, and in the Porch between Studio 3 and the Art Studio.

There is a hose reel outside the Pottery Studio and in the hallway by the kitchen.

There are fire Extinguishers in Studio 3, Print Studio and the Kiln Room.

Contact

Please contact a committee member (list available in all studios and on the main notice board) if you need to report an incident or if there is something needing prompt attention.

It is the ultimate responsibility of the Hirer/User of these premises that the above is carried out. You will be contacted if any of these conditions are not met.