

Procedure for Opening Up and Locking Up

Lacey Green Village Hall

For the General Meeting

- Arrive at Lacey Green Village Hall at 1pm – Latest 1.15pm
- Fetch Keys from behind The Entertainment Shop opposite the Village Hall. Go through the gate on the left hand side of the shop, go through the second gate and turn right. The keys should be hanging on the beak of the stone goose by a door.
- Clive is the Village Hall Chairman and his wife Karen is the Hall Booking Clerk.
- If the keys are not there, it could mean that someone has not yet returned them from the Village Hall so check there.
- Start by opening the Back door at the right hand side of the hall which leads into the kitchen. Use the key labelled “Front Door” as it opens both doors.
- Open the door from the kitchen into the hall using the one labelled “Kitchen”.
- Open the door from the main hall into the foyer using the one labelled “Main Hall”.
- Switch on the foyer lights (switches are to the right of the external doors).
- In the winter, switch on the bollard light as well. (below the light switches).
- Open the front door, using the key labelled “Front Door”.
- Check cleanliness of the toilets.
- Return to the hall and switch on the light switches between the main hall doors and the bar.
- In the winter, turn the thermostat to the right of main door to 20 degrees – remembering to turn it down again at the end).
- Turn on the light switch where the projector is.
- Open the double doors nearest where the Chairman sits using the key labelled “Posh”.
- Open the double doors nearest where the speaker usually sits using the key labelled “Chair Store”.
- Open the other double door cupboard using the key labelled “Storage Area” (a large brass key). We have the top shelf of the internal cupboard. Light switch is behind the door.
- Those committed to putting chairs out should have arrived and made a start by now.
- Go to the bar and use the top right hand switches to put the Sound System on.
- On the box switch the on/off switch under the word Gemini. Don’t need to touch anything else.
- The microphones are in a box next to the projector box. Test them. If they don’t work – go to the shop where they will help check the batteries etc. The speaker and Chairman must use a microphone so that people who need it can use the loop system.
- If the hall is likely to be hot, use the Air Conditioning buttons on the box on the wall in the bar. If it is hotter outside use the Extractor knob. If it is colder outside, use the Intake knob. The other one should be set to zero.
- The speaker should have advised the Speaker Coordinator on what equipment is needed which should be assembled as appropriate. If a speaker has his/her own equipment including a Digital Projector then, unless theirs is of comparable power, get them to use our InFocus Projector (brought along generally at present by Dave Evans, Webmaster).
- Having checked that any equipment being used is operating satisfactorily and that the Speaker is settled, then it is over to the Chairman.

- You need to position yourself at the rear of the hall during the talk to look after volume changes as may be necessary and also late-comers for seating them without too much disturbance.
- Members tend to leave spare chairs in their row which doesn't help when trying to find convenient empty chairs for late arrivals. Try to create spares on the outer aisles and at the back of the hall.

Locking Up Routine

Once the Meeting is over, then those rostered should look after the return of chairs and tables, noticeboards and easels etc. Check that all is correctly stored in readiness for the next users.

Check that the toilets are clean and if necessary vacuum the hall and kitchen floor.

Check that the bin has been emptied in the kitchen.

Reverse all the above actions, but make absolutely sure that there is no one in the toilets or anywhere else before finally locking up and returning the key to the goose's beak.

If there were any problems encountered in the hall or on the sound system then refer them to Clive.

Penny Gerrard – 9 August 2018