

**1st Fair Oak Scout Group (8th Eastleigh)
Botley Road, Fair Oak, Hampshire.**



Conditions and Arrangements for the Hirers and Users of Headquarters Building and Grounds.

Booking for H.Q. Building:

Group users must inform Booking Secretary if they wish to use building other than their regular times of use.

Hirers must make their booking with the Booking Secretary. Booking can only be taken for times when not required for Group activities or use.

General Information

It is the responsibility of the hirers or users of the building to leave it in a clean and tidy condition for the next hirer or user. The Group's cleaner only provides a backup service. If a hirer leaves the building in an unreasonable condition they may be asked to pay for this service.

Services Provided by Cleaner

- Clean and tidy toilets, equipped with toilet paper, hand towels and soap
- Provide soap and towels for the hand basin in the kitchen. Washing up liquid and tea towels are not provided.
- Provide bin bags for the outside racks and prepare them for collection day

Tables and Chairs

- All table and chairs etc. removed from the store must be returned to the store at the end of the booking.

Safety and Emergency Equipment

- DO NOT obstruct fire doors
- The nearest public phone box is in the George Public House or Summerlands Road by the shops
- Fire Extinguishers must only be used in case of fire. If used, please inform the Booking Secretary
- If the first aid box is used please record the incident in the accident book
- Do not alter or tamper with any heating controls or alarms

Keys

All keys are the property of the Group. Additional keys should only be obtained through the Booking Secretary or Chairman of the Executive Committee and must be registered.

Booking Secretary: Brenda Cowley, telephone number: 023 80 693189