Woodcote Village Hall
House Keeping

Hirers and users of the village hall are expected to leave the hall/rooms and facilities in a good state for the next hirer.

At the end of your session please ensure you have:-

- mopped any spills and swept the floor/s.
- wiped any spills/marks from the tables
- stacked tables and chairs away as requested
- ensure all cutlery/crockery and kitchen equipment is clean and stacked away neatly
- ensure all glasses are washed/dried and stacked neatly
- switch off all lights
- turn down the thermostat/s
- **TAKE YOUR RUBBISH AWAY WITH YOU** - DO NOT LEAVE IT IN THE HALL OR STACKED UP OUTSIDE

THANK YOU
Woodcote Village Hall Charity