

# ESCRICK & DEIGHTON VILLAGE HALL

## Arrangements for daytime hires during term time

During termtime we have a pre-school operating from the Village Hall.

To comply with our, and their, safeguarding requirements, the following arrangements must be followed by all hirers using the Village Hall before 3.15pm in term time.

At the start of your event:

- On arrival, the person leading the event should ring the doorbell at the main door. A member of the pre-school team will let them in.
- They should sign in in the visitor book.
- They should direct your guests to enter via the fire exit (there is no need for your guests to separately sign the visitor book).

During your event:

- Access for your guests will be via the hall fire exit.
- The ladies' toilets are reserved for exclusive use of the pre-school. If you or your guests require the use of the toilets, please use the gents' and accessible toilet.
- There is no access for you or your guests to the area shown in pink on the plan below.

At the end of your event:

- Your guests should depart via the fire exit.
- The person leading the event should sign out in the visitor book, and let a member of the preschool team know that they are leaving.

