



Information Sheet for Hall Users

WHO TO CONTACT

Primary Contact	Alex Robertson 9879 3349 or 0400 443 460 or groupleader@ringwoodscouts.org.au
Secondary Contacts	Josly Fryer 0423 375 403 Clive Chase 0430 109 299

ENTERING HALL

Keys	You should have at least two keys. Keep them safe. You will lose your key bond if they need to be replaced. <u>Please do not create copies of any keys supplied to you.</u>
Gate	Use the 'standard' padlock style key to open the gate. It is worthwhile to walk the gate open rather than just push it open.
Front Door	Use the silver key with "RP316 10" engraved on it.
Emergency Turning OFF Power to Hall	You can turn off to most power outlet by turning the rotary power switch between the front door and the inside switchbox. Please leave on for normal operations.
Turn on Main Lights in Hall	You can turn on the lights by turning the rotary light switch between the front door and the inside switchbox. This also turns on the external floodlights if it is dark outside.

LEAVING HALL

Make Sure Hall is Clean	Please clean up any mess before you leave the premises and return all gear to their storage locations.
Turn Off Air Conditioners	If you used the air-con make you turn it off using the remote (works on both units)
Turn off Hot Water, Kettle & Urn	If you have used the kettle or urn, please empty them and unplug them after use. If you have used the hot water service, please turn it off after use.
Ensure 2nd exit door is locked	Please always check that this door is locked before you leave. Push the door from inside the hall. It will not move if properly secured/locked.
Lights	There is no need to access the switchboard to turn off lights. Just turn the LIGHTS rotary switch (RHS of the internal switchbox) to OFF. This turns off all internal lights and the external floodlights. The external batten lights are motion and sunset activated. They automatically turn off after 6 minutes of non-movement.
Ensure main double door is securely locked	Please check, from the outside, that the double exit door is securely locked. There should be very little 'give' when you pull the keyed door from the outside. Don't forget to take your keys before you lock the door.
Gate	Please lock the gate using the padlock. This is necessary to stop rubbish dumpers.



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Leaving Hall Unattended During Your Hire Sessions

If you wish to leave the hall unattended, during your hire, to use the many attraction of BJ Hubbard Reserve please make sure the hall is secure by locking the entry doors. Don't forget to take your keys with you.

KITCHEN

Hot Water Tap

We are saving power and use cold water for most purposes. If you need hot water from the tap you will need to:

- Turn the hot water service ON. The switch is located under this bench in the left-hand cupboard (just above the hot water service)
- Wait till the water is hot.
- Turn the hot water service OFF when you are finished

Otherwise use the kettle or the Urn!

Cups, Cutlery, etc

You are welcome to use our cups and cutlery. Please wash them when done.

Fridge

You are welcome to use our fridge but please keep it clean and remove any out of date items

Stove and Microwave

You are welcome to use our stove and microwave but please keep it clean. Same goes for our pots and pans.

AIR CONDITIONING

Remote

The remote operates both air conditioners individually. It is located on wall in main hall between the flags and the fireplace. Please return the remote to this location.

Heating and Cooling

Both air conditioners can heat or cool the room. Adjust temperature with the remote

Turn Off when you leave

Turn off the air conditioners, if used, before you leave the hall.

TABLES AND CHAIRS AND THIRD PARTY GEAR IN THE HALL

Tables

Tables are in the store room in the female toilets. You are welcome to use these tables. If you do use them, please:

- Do not put heavy loads on them or stand on them
- Clean them after use if needed
- Return them to the storeroom after use

Chairs

Chairs are in the male toilets and (if you have the key) in the storage den in the main hall. You are welcome to use our chairs. If you do use them, please:

- Do not put heavy loads on them
- Clean them after use if needed and return them to the storeroom after use



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Access to the chairs in the main hall storage den requires another secure key.

Third Party Gear

Please do not use other gear without permission. Some is owned by Scouts but some is not. It is particularly important not to use (or climb on)

- the rubber mats in the storeroom, or
- use the exercise gear in the storeroom

EXTERNAL LIGHTING

Floodlights/Perimeter lights

The scout hall has flood and perimeter lighting that can be used for additional lighting and safety when it is dark.

The porch and perimeter lights turn on at night for about 6 minutes when you approach the sensor near the main entry door. Please do not use the switchboard to operate these lights.

The main external floodlights are turned ON when it is dark and the LIGHTS rotary switch (on RHS of internal fuse box) is switched to ON. This also turns on the internal lights. When leaving turn both the LIGHTS and POWER switches to the OFF position. Please do not use the switchboard to operate the internal lights or the floodlights.

All external lights, including the flood lights, do NOT work in daylight.

IN CASE OF AN EMERGENCY

Each exit and the kitchen have an emergency notice that includes emergency assembly areas. Please make yourself, and your members, familiar with these procedures.

There is no active landline in this hall. Use a mobile phone to call Triple Zero '000'. When calling 000:

- Stay focused.
- Stay relevant.
- Stay on the line.
- Be ready to calmly answer the following:
 - Where is your emergency? This hall is in BJ Hubbard Reserve, Ringwood North. The address is 49-51 Evelyn Road, Ringwood North. Tell them to look for the BJ Hubbard Reserve notice board on Evelyn Road not an actual street number.
 - The Melway reference is Map 49 G4. UBD reference is Map 259 C5.
 - Nearest crossroads is Evelyn Road and Cameron Road Ringwood North
 - What has happened?
 - When did this happen?

BASEMENT STORAGE / BOAT SHED

These areas are not available for use by third parties.