

Checklist for users of Briar House Resources Courses Room

Considerate tenants:

- We need to be considerate of our fellow occupants in Club Chambers - there may be consultations going on in the adjoining rooms, so please let your participants know to be quiet on arriving and leaving the Courses Room
- There is no access to Hunter Gee and Holroyd offices upstairs. They are alarmed at night and on the weekends – separately to Briar House and the Clinic. Please make sure your participants do not let anyone they don't know into the building. Everyone must be buzzed in – there have been thefts from upstairs and we must be careful.

Accessibility:

- There is a ramp for wheelchair access stored in the corridor near The Healing Clinic reception.
- Your participants should be told to press the buzzer for Briar House Resources Courses Room, and not Hunter Gee Holroyd, on the left in the lobby. Nor should they press the Healing Clinic buzzer, unless they can't gain access via the Briar House buzzer.

Bike parking:

- Bikes must be parked at suitable nearby bike parking areas, or else in the bike park in the well in front of the building and not on pavement in front of Club Chambers.

Car parking:

- Delivery of course equipment can be done by driving up onto the pavement directly outside Club Chambers for a few minutes
- Numerous nearby car parks are available for group members
- There is disabled car parking in front of the Central Library
- Park and Ride stops across the road, by entrance to Museum Gardens

Heating & Cooling:

- There are fixed radiators in the room, which unfortunately are not adjustable. We also have two extra Halogen heaters
- The small window above long window on Lendal side of building opens with long hook stored nearby, the sash window to the right at front of building also opens
- The fan at the back of the room works – switch on at the fuse near skirting board, and turn the knob to the desired speed

Tables:

- Please note that the tables fasten with the small rounded hook when put up, and with the large square hook when folded up. Do not attempt to fasten legs with both ends upon folding up

Fire & First Aid:

- Sign in Courses Room with info for Health and Safety. June Tranmer to be informed of any incident
- First Aid box & accident book in kitchen
- Fire extinguisher in the corridor to Courses Room and corridor near kitchen and Clinic reception
- Fire exit: out front door onto pavement, or down stairs to basement and out fire door to front of building and up steps to pavement

Beginning and end of letting period:

- The course provider will be given the code to get into the building but on no account is it to be given to course participants
- Put the slide across so the sign on the door reads: Room In Use Do Not Disturb on starting, and back to: Available on leaving.
- Please leave the room for the next user as you would like to find it. Vacuum up any excess crumbs or bits on floor, with vacuum from Cloud Gate storage room.
- Turn off heaters, close windows, put furniture back in storage area in Cloud Gate.
- If you are the first in / last out of the building, you will be given instructions on the alarm and locking up separately