

## **Operational changes at Adastra Hall**

In place of our old toilets serving the main hall and the committee room, there are now 7 new toilet cubicles at Adastra Hall including 3 that are for disabled use and 2 that have baby changing tables. Lights and extractor fans in the cubicles work automatically on entry and exit. There are some other small changes, too - please see below details of those other changes that will affect your use of the building next time you come in.

### **Lighting in the Lobby**



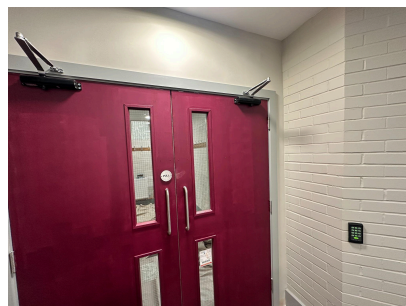
Previously, you used to switch the lights on for the lobby using the 4 switches to the left of the 2nd set of doors. Now, there are just 2 light switches as you pass through the front doors, on the left. Please remember to turn the lights off, if you are the last person to leave the building.

### **New Fire Alarm System**

We have a new fire alarm system which is far more sensitive and detailed than the previous one. The alarm is tested each monday between 8am and 9am. If the alarm goes off when you are responsible for the building, please evacuate the building and, if there is a fire call 999. If this is a false alarm, please call Bernard immediately on 07895 247879.

### **Access to the Committee Room**

There is now a new set of doors between the Lobby and the toilet area. To get through these doors, you need to present your access tag to the keypad to the right of these doors and they will unlock for 3 seconds. Pull them to open. Please leave these doors closed at all times, unless you are hiring both the committee room and the main hall and you have put the front doors on no entry.



### **Fire door in the Committee Room**

There is now a fire door in the Committee Room with an easy exit ramp. This is the quickest and easiest exit point should there be an incident. There is also a break glass in the room.

### **AV Equipment in the Committee Room**

We have for hire our new 85" Screen, plus a meeting room Camera and Sound system for video conferencing. Please contact Emily Hilson should you wish to add any of this equipment to your hire.

**Access to the Toilets from the main hall**

Access to the toilets is via the passageway next to the bar area. There is a locking door here which restricts access to the hall from the Committee Room end, but this door will unlock for hall hirers. Please keep this door closed to reduce noise down from the toilet area.

**AV Cupboard on the stage**

The AV Cupboard on the stage is now built in with other storage. It is accessed via a keypad lock with a specific code that you need to obtain to be able to use it.