

GUIDELINES FOR HIRERS

SECURITY

- Access to the building must be via the main entrance

FIRE PROCEDURE:

If you discover a fire:

- Operate the fire alarm
- Leave the building and go to the Fire assembly point (Car park)
- Dial 999 and report the fire

On hearing the fire bell (continuous ring):

- Leave the building at once by the nearest available exit
- Close all doors and windows as you leave
- Assemble in the fire assembly point
- Hirer to check the attendance register for their group
- Do not disperse
- Do not re-enter the building until instructed to do so by a member of staff or the fire service

FIRST AID:

- First aid kit is located in the Main Reception
- First aid for all but minor injuries must always be followed by qualified medical treatment

EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:

- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital, by dialling 999
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance
- See that the patient is accompanied whenever possible by a responsible person
- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation
- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to Darlington community staff or volunteer team.
- Accident report forms are available from the Darlington community staff or volunteer team.

PARKING:

- Cars parked at the owner's risk.

SMOKING:

- Darlington community theatre does not permit smoking anywhere on site

TOILETS:

- Hirers must use the toilets provided. Anyone caught misusing the facilities will be told to leave the premises and your booking may be cancelled.