

DCB Kessington

Registered Scottish Charitable Incorporated Organisation SC049506



Kessington Hall – housekeeping notes

Please be aware that Kessington Hall is run entirely by volunteers with no paid staff. That's how we can keep the fees reasonable – but it does mean that users must help us with some basic housekeeping.

Reminder: It is a condition of lets that, at the end of each session, users leave the hall in the same condition (or better) as they found it. The T&C of lets (<https://dcb-kessington.co.uk/bookings/>) specifies that *"The Hirer agrees to leave the premises in a clean and tidy condition at the end of each let."*

Here are some guidelines...

Lets:

- “30-minute rule” – bookings are normally for units of 30 minutes (1 hour minimum) with 30 minutes between lets to allow for smooth changeovers.
- We allow a 15 minute grace period before and after each booking to allow time for setting up and clearing out. Please respect this, especially at busy times, so as not to impede other users.
- If you need more setting up/clearing out time, this needs to be arranged in advance.
- We do our best to avoid disruption to regular users, but the hall is occasionally unavailable due to prior bookings for major concerts or other one-off events.
- The Calendar page of the website is usually up to date with current bookings, and there is also a list of future events that might impinge on regular bookings. We try to give plenty of advance warning.

Cleaning:

- At the end of each session it is the responsibility of the user to clear up any debris (sweety wrappers, crisps, crumbs, spillages, etc...)
- Mops, buckets, brushes, binbags, etc. are available the kitchen/utility areas.
- The bins are for dry waste only. Drinks bottles must be emptied before disposal. Please use the appropriate recycling bins.
- Food waste in the bins is antisocial, smelly, and attracts flies and other pests. This should be bagged separately and (preferably) placed in the outside bins.
- Please let us know if you find any room left in an unsatisfactory condition by the previous user.

Food/kitchens:

- We do not encourage food and drink in the halls – please use the downstairs kitchen and reception areas, and clear up any mess afterwards.
- Kitchen areas may be used for tea/coffee, etc. – but bring your own supplies.
- Small fridges are available for short term storage of milk, etc.. These will be cleared of any unlabeled/outdated contents on a weekly basis.
- Children must not use kitchen facilities unless properly supervised.

Lights:

- Please make sure that all lights are off if you are last to leave the building – especially toilets and stairwells. (Downstairs corridor and Studios 1/2 lights are on automatic sensors)
- Light switches for the Main Hall are located in the small kitchen area

Chairs & tables:

- Return all tables and chairs to their original locations, unless otherwise advised.
- Chairs in the Main Hall should normally be aligned along the side walls.

Storage:

- We have very limited storage facilities. Do not leave any equipment in the hall or studios.
- Lockers are available downstairs for small items – just ask.
- We may grant permission for use of the lower-level store room for exercise mats, etc., but these must be stored neatly without impeding access to other equipment.

Keys/doors:

- User access to Kessington Hall is by 4-digit key code on the front door keypad. You don't need a code to get out.
- This code is for use by you and your colleagues, and will be active from 30 minutes prior to your booked slot (but please allow 15 minutes for any previous group to depart, if appropriate). The system keeps a log of all entries.
- For security, you may wish to keep the doors closed during your let. Latecomers can get access using the unique door entry code for each group (a door bell is located at the left hand side of the front door).
- Please make sure that doors (including fire doors) are properly closed when you leave.

First Aid:

- There is a basic first aid kit located in the small kitchen, Main Hall (though many groups also supply their own)
- We have a defibrillator (AED, Automated External Defibrillator) for use in case of need . It is located in the vestibule, just inside the front door, on the wall to the right, adjacent to the alarm control panel. The cabinet is not locked, but is fitted with an alarm to discourage tampering.

“Don’t Walk By...”

- We operate a “Don’t Walk By” system to alert us to any problems as they arise. Please use the forms located in the Main Hall (kitchen) or downstairs (reception area).

Lost property:

- Usually kept in the “Lost Property” box downstairs. Unclaimed items will be disposed of on a regular basis.

Heating:

- Update July 2025: new boiler (Ideal Evomax 2) installed. This is now a closed system, replacing the ancient “open flue” boiler, with a pump that circulates hot water around the building. Each individual radiator has its own thermostat valve that can be adjusted to suit - please turn them down or off if you get too hot.
- Upstairs, in the Main Hall, there are four convector fans that blow warmed air as required. Each of the fans has its own adjacent power switch, but these only operate when the water in the pipes is hot enough, so please be patient if they don't seem to be working (and turn them off if not needed, and at the end of your session).
- The system is controlled by a (semi-)intelligent control panel that takes account of ambient conditions, currently programmed to be on at most times when the building is occupied.
- Do not attempt to adjust any of the settings in the boiler room - contact us if there are any problems.
- “Smell of gas”? This should be much less of a problem now that the old open-flue boiler has been replaced. There are carbon monoxide (CO) and flammable gas sensors (two of each) in the boiler room that will sound alarms and shut down the system if they detect excess levels of noxious gases. There is an additional CO monitor on the lower-ground level. Please evacuate the building immediately if these alarms go off.

Noise:

- Please keep noise levels down so as not to disturb other users, especially if using amplifiers.
- Keep the rear fire doors closed during noisy events, to avoid annoying our neighbours.

Car Parking:

- Please park prettily...
- Be considerate to our neighbours
- Do not block driveway access
- Do not park on street corners
- Rule 243 of the Highway Code states you must not park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space.

DCB Kessington SCIO – July 2025

- *Robert Baxter (Founder & Artistic Director)*
- *David Broad (Trustee)*
- *Alan Cooper (Trustee)*