

WOODBURY VILLAGE HALL

Dubuisson Room Information Sheet

No Smoking

Please note that the whole of Woodbury Village Hall is a **no-smoking** area, including the toilet facilities.

Directions for finding the key

Please use the side (disabled) entrance to the DuBuisson Room, near the public toilets to the right of the Hall. There is a key box outside the entrance; enter the code and then slide the “open” button downwards to open the box. If the code doesn't work for you, slide the "clear" button downwards to reset the lock before trying again.

Please leave the key in the box with the lid closed while you are in the DuBuisson Room and then follow the same procedure for locking up.

Entrance Doors

Both the inner and outer doors have a lock which can be unlocked using the key from the key box. Both doors have electric actuation with a pushbutton, but can also be pushed or pulled manually. When you lock up, please make sure both doors are locked and return the key to the key box.

If you need either of the electric doors to stay open, you will find a small switch on the end of the actuator above each door. Switching this to “1” will keep the door open, but please ensure that it is left on “1” when you lock up. **Please do not leave the switch on “0”, i.e. switched off, as the doors will stop working!**

Outside and Foyer Lights

The outside and foyer lights operate automatically from sensors, coming on when someone is there and going off automatically.

Clearing Up

Please leave the DuBuisson Room in a clean and tidy condition: sweep the floor if necessary, wipe any tables used, put the chairs and tables away in their normal places and lock up as you leave.

Rubbish

Please take all rubbish home with you. Additional black plastic bags can normally be found in a drawer in the kitchen.

Heating

Please feel free to switch the heating on if you are cold. The heating system on/off control is on the left in the corridor beyond the kitchen and the toilets, behind the door from the Main Hall. The left-hand button on the controls operates the heating for the Main Hall and DuBuisson Room.

WIFI

The village hall WIFI is Woodbury_Village_Hall and the password is “woodbury”.

Fire Alarm

Should a fire be detected or the fire alarm sound, you should follow the “Hirer’s Fire Safety Responsibilities” document. The fire alarm control panel is in the RBL Foyer, through the door to the left of the stage from the Main Hall. This may be used to silence or reset the alarm.

Projector

The projector is quick and easy to use: connection is via a **standard HDMI socket** on the wall where there are projector on/off and sound volume up/down buttons. HDMI cables are available in a box where the tables are stored and also interfaces for iPad/iPhone (Lightning connector) and for USB-C.