

## **User Information for the Royal British Legion Room:**

### **No Smoking**

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

### **Entry**

From the car park go down the steps to take the path across the back of the village hall. The RBL Room entrance is just round the corner on the far side of the hall.

From Flower Street, go down the path on the left hand side of the Village Hall towards the Royal British Legion Room, which is accessed using the side door.

**At night you will need to take a torch so that you can read the numbers on the key pad.** Please use keybox "C" which you will find mounted outside the side door. Press the CLEAR button on the box (slide it downwards) and enter the code given in your email. Then slide the "OPEN" button downwards, hinging the door of the box outwards. 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 hall, ensuring that the weather cover is pushed back on.

### **Rubbish**

Please take all rubbish home with you.

### **RBL Heating:**

Please feel free to switch the heating on if you are cold; the controls for the RBL heating are in the RBL room, with instructions alongside. Please switch the heating off again after you have finished.

### **Hot Water**

Hot water for washing up: switch on the water heater at the start of your meeting. The switch is to the right of the sink

Hot water for drinks: switch on the hot water dispenser at the start of your meeting – the switch is to the right of the sink.

Please remember to switch them off again after you have finished.

### **Toilets**

The disabled toilet adjacent to the RBL Room can generally be used as a unisex toilet. The main toilets are off the corridor to the side of the Main Hall.

## **WIFI**

The village hall WIFI is Woodbury\_Village\_Hall and the password is “woodbury”.

## **Locking Up**

The side door through which you entered locks automatically when it is closed. Please ensure that the door is properly closed when you leave.