

Girlguiding Shropshire HQ

information for hirers

When you arrive

- There is usually plenty of parking space in the evening
- During the working day there are other occupants in the building who have allotted spaces, please be sensitive to this
- If you are the keyholder you will have been given instructions separately
- The intercom for the main door is in the kitchen behind the fridge, answer the phone and press the button to let your expected visitors access the HQ
- The windows do open but you may need to give them a firm push

Using the kitchen

- Feel free to use the tea and coffee etc. but please bring your own milk and anything else you might need
- There are plenty of mugs, glasses, and jugs, we do not have plates and cutlery
- clean tea towels are kept in the drawer, please wash up & put away anything you use
- There are cleaning products under the kitchen sink if needed
- Please empty the kettle and switch IT off before you go
- turn off the fridge if it is empty
- Leave the fridge and microwave doors open to let them air

Disposing of rubbish

- Recycle if you can & empty the main kitchen bin (bags under sink)
- Please take all leftover food with you
- Wheelie bins are in the wooden structure outside front door-gate at the front
- There is a small Hoover in the kitchen should you need it

In the main rooms

- Feel free to use the Wi-Fi - QR codes are on the wall
- There is always a supply of pens, paper, scissors etc for meetings
- Girlguiding posters and recruitment cards can be found in the training room, help yourself
- Flip charts and markers are there to use
- The TV can be connected to your laptop or device for PowerPoint slides etc. please note we do not have a TV licence

When you leave

- Help us keep the heating costs down by leaving all of the radiators on frost setting please
- Check the windows are closed in the rooms and on landing
- Turn the lights off and close the internal fire doors
- Please check that the doors to both main rooms are locked as you exit
- If you are the keyholder, set the alarm and lock the deadlock on the outside door - do check there is no one else in the building first!