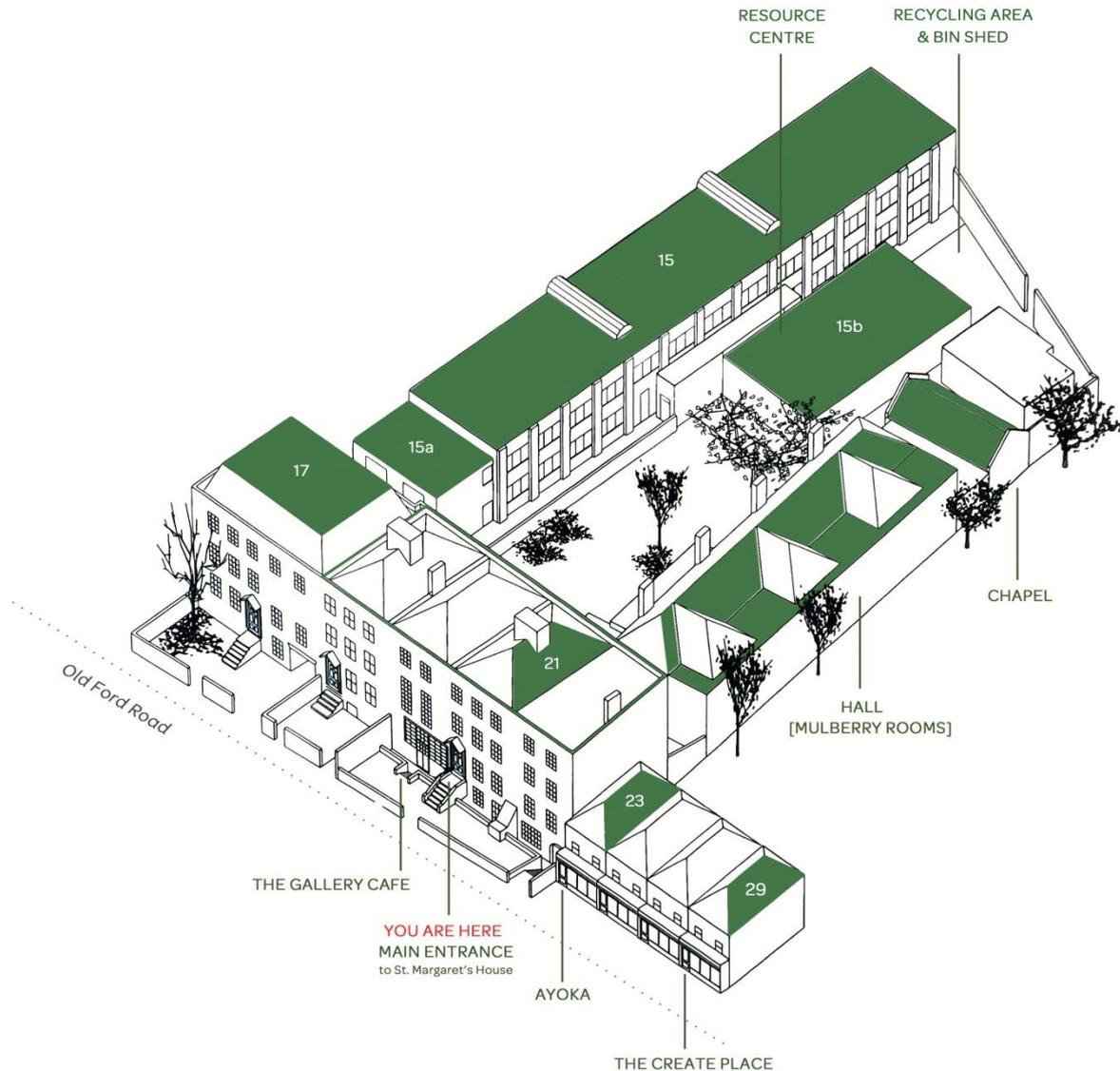


## A GUIDE TO USING THE ROOMS AT ST. MARGARET'S HOUSE



Please make sure you read carefully through this guide to using the rooms. The guide includes fire safety information, instructions on how to access the rooms outside of office hours and a map of room locations and entry points. If you have made a booking outside of office hours (9am-5pm, Monday to Friday) and you haven't been able to visit St. Margaret's House in advance of your booking, then you may need this guide in order to locate and access the rooms.

## **Please always:**

- Leave the room as you found it. This means all furniture and equipment should be arranged as it was when you went into the room.
- Upon leaving, make sure all windows and doors are closed and locked.
- Report any damages to St. Margaret's House via email should any occur within the duration of your time in the room.
- Vacate the room promptly at the time that your room hire ends e.g. if you have hired a room from 12pm to 4pm, the room must be vacated and secured by 4pm at the very latest.
- Vacate the room by 9pm at the latest on week nights and by 6pm at weekends.
- Keep to the room you are using and do not prop external doors open. Use of the garden and surrounding area are not included in the hire of any room unless special arrangements have been made as noise and disturbance in this area can be disruptive to other users. **Smoking is restricted to the area under the archway next to number 17.**

## **Access on evenings and weekends**

**We recommend that if you are unfamiliar with the rooms and layout of St. Margaret's, that you make an appointment to visit during office hours in advance of your booking. We can then show you how best to access the room you are using and talk you through unlocking/ locking process.**

- If you are using a room outside of our office hours, we will arrange for the key to be in The Gallery Cafe. Keys can be collected and dropped off at the counter. **Please bear in mind that cafe staff cannot give any further assistance than the handover of keys.**
- On weekends and evenings, access to the buildings at the rear can be gained through the archway adjacent to 17 Old Ford Road (2 doors down from The Gallery Cafe).
- We can provide a flipchart stand and pad if requested in advance. The charge for a pad is £6.00.
- We can provide a kettle or tea urn if requested in advance. You will need to provide your own teabags, coffee etc.

## Chapel

### Access from Old Ford Road:

1. Go through the archway adjacent to 17 Old Ford Road
2. Follow the path to the back of the garden and round to the right
3. Looking ahead to the left, you will see the chapel which has a set of double doors and a single door – enter via the single door

### The Chapel is not wheelchair accessible

**Heating:** If the radiators aren't providing sufficient heat, there are two electric heaters in the chapel which can be used. If you use the heaters, please ensure that they are turned off and unplugged when you leave.

**Chairs and tables:** Stacks of chairs and a fold-up table can be found in the vestry alcove. Should you need any extra chairs, they can be found in the locked storeroom straight ahead of the entrance.

**Toilet Facilities:** There are toilets in the cafe which you can access easily from the garden

**Refreshment Facilities:** You may choose to purchase food and drinks from the cafe. Please ensure that you remove all cups and plates before vacating the room.

## Hall (AKA Mulberry Rooms)

### Access from Old Ford Road via the garden:

1. Go through the archway adjacent to 17 Old Ford Road
2. Follow the path to the back of the garden and round to the right
3. Looking ahead to the right, you will see a door with a large window in it – this is the entrance to the hall

### Access from Old Ford Road via the basement door:

1. Go down the steps on the right hand side of 21 Old Ford Road
2. Go through the green door and follow the corridor to the back
3. Up the steps and through the double doors, you will find the hall

**Heating:** We can arrange for the radiators to be on if given advance notice

**Chairs and tables:** There are around 50 plastic chairs and 6-8 folding tables in the hall. If you need more chairs, please let us know in advance of your booking.

**Toilet Facilities:** There are toilets including disabled access in the hall.

**Refreshment Facilities:** You may choose to purchase food and drinks from the cafe. Please ensure that you remove all cups and plates before vacating the room. **The kitchenette in the hall is not for general use.** A kettle can be provided if requested in advance.

## Resource Centre (AKA The Training Rooms)

### Access:

1. Go through the archway adjacent to 17 Old Ford Road
2. Follow the path to the back of the garden and round to the right
3. Turn left where the path ends and you will see some bicycle racks on your left. The entrance to the resource centre is just after the racks

### The Resource Centre is wheelchair accessible

**Heating:** The heating can be turned on using the thermostat to the rear of the back room, near to the boiler. If you turn the heating up, please ensure you turn it down again before vacating the rooms.

**Toilet Facilities:** There are toilets within the Resource Centre block

**Refreshment Facilities:** There is a kitchenette in the Resource Centre block. You may choose to bring your own teabags, coffee, milk, sugar etc. or you may choose to purchase food and drinks from the cafe. Please ensure that you remove all cups and plates before vacating the room.

## The Create Place

**Access:** Number 29 Old Ford Road. There is one long key for the gate and a second to open the door. The third key is to open the door leading to upstairs. The back door is locked with door bolts only and does not require a key to get into the yard. The Create Place workshop is wheelchair accessible; however the corridor leading to the toilet and kitchenette is narrow so if you require wheelchair access it is recommended that you view the space before booking.

**Heating:** The heating is controlled by a thermostat located on the wall opposite the stairs on the ground floor. The whole building heats up quickly so the thermostat should never exceed 20 degrees. Ensure the thermostat is turned to zero when you leave.

**Toilet Facilities:** There is a toilet on both the ground and first floor levels. Please use the toilet next to space you have hired so not to disturb other groups.

**Refreshment Facilities:** There is a kitchenette on both the ground and first floor levels. You can purchase tea and coffee as part of the hire or you are welcome to bring your own refreshments. Please wash all plates, cups, glasses and surfaces you have used. Finally, please use the kitchenette next to the space you have hired so not to disturb other groups.

## In the Event of a Fire

**The signal to evacuate the building is a continuous sounding of the fire alarm.**

1. Leave the room immediately making sure the door is firmly closed behind you.
2. Immediately operate the nearest fire alarm call-point. This will activate the continuous sounding of the fire alarm.
3. Leave the building using the nearest available exit or stairway.
4. Proceed to the assembly point which is **opposite the cafe, on the corner of Old Ford Road & Victoria Park Square**

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

**DO NOT RE-ENTER THE BUILDING until advised to do so by a Fire Marshal**

## IMPORTANT

**Make sure you know the means of escape in case of fire and know how to raise the alarm.**

**Always ensure that the doors across corridors and between corridors and staircases are kept closed. They are provided for your protection from fire**

**Never use a fire extinguisher to prop open a door**

## Emergency Number

In the event of an emergency (e.g. flooding, electrical problems etc) please call Tony Hardie on:  
**07505 619 110**

Please do not call this number for anything other than an emergency. If you call for any other reason then you may be liable to pay a fine.

## A Final Note

We hope that you enjoy using the space here and that if you have any comments or suggestions, you won't hesitate to contact us by emailing [roombookings@stmargaretschouse.org.uk](mailto:roombookings@stmargaretschouse.org.uk), calling us on 020 8980 2092 or just popping into the office during opening hours.