



## USEFUL INFORMATION FOR HIRERS

### Help with Access / Emergencies

- The on-call number for the centre is 07779 404306. Hirers will find the contact number on the window by the front door in case of difficulties.

### Health and Safety including Safeguarding, Fire Safety, Covid-19 Safety, and First Aid – Please familiarise yourself with these procedures prior to your booking. See also our [Terms of Hire](#).

- WOCA takes the safety of the users of the centre very seriously. Please read our [safeguarding policy](#) and consider whether, under this policy, your activity leaders will need to be DBS checked.
- **Fire Safety** Guidance on fire safety can be found [here](#).
- **Covid-19 Safety** Our building Covid-19 Risk Assessment can be viewed [here](#).
- **First Aid** Guidance on first aid can be found [here](#).
- **Lone working** WOCA recommends hirers have a plan in place for anyone working alone in the building. In an emergency, hirers can ring the contact number on the front door of the centre, or as a last resort, the police. You can read our policy on lone working by clicking [here](#).

### Parking

We have parking for 13 vehicles, including one designated for blue badge holders.

### Sundries / Other Equipment

Hirers are welcome to make use of additional equipment that WOCA has available (most at no additional charge).

#### • Tables (1.8m x 0.75m) and Chairs\*:

Hall	10 Tables, 80 Chairs
	6 Short-legged tables, 28 small chairs
Mary Town Room	4 Tables, 22 chairs
Seminar 1	1 table, 15 chairs
Seminar 2	2 tables, 9 chairs

- Free Wi-Fi throughout the building  
**Name of network** Oxford Free Wi-Fi
- LAN internet access in the Main Hall
- Data Projector
- Small PA
- Flipchart Stands
- Blue Roll for wiping down surfaces
- Vacuum Flasks with Hot Water

\* Subject to Covid-19 Social Distancing Restrictions

If you require any equipment, let us know, so we can arrange access to it.

### Hirers' Own Equipment

Hirers are welcome to bring their own equipment, including play equipment, provided it complies with WOCA's health and safety policies, and subject to the hirer's Covid-19 risk assessment being approved by WOCA. Electrical items must be PAT-tested.

Many hirers wish to hire inflatables (bouncy castles etc) to use at parties: this is not a problem, provided they comply with our terms and conditions and are not so large that they obstruct fire exits!

### Afterwards: Cleaning and tidying up

Hirers are welcome to use WOCA's cleaning facilities. We provide the following:

LOCATION	ITEM
Main hall	Mop and Bucket
	2 x Large Floor Sweepers
	Dustpan and Brush
Mary Town Room, Seminar Rooms	Vacuum Cleaners
All rooms	Blue roll for wiping down

Hirers need to make sure they bring enough (and take away with them!):

- Bin bags
- Hand washing soap and towels if required
- Sanitiser spray