

ALL USERS

Please can all users of the hall return equipment to its proper place after use.

Folding Tables:

- Fill up the two trolleys and wheel those to an area not in use, away from any fire escape routes or doors. They should not be stored in the front entrance lobby.
- Stack the remaining tables vertically in the right-hand storage room behind the stage, as shown in **Photo 1 below**.

Red Cloth Chairs:

- Store these in the right-hand storage room behind the stage, in stacks 6 chairs high, as shown in **Photo 2 below**.
- They must not encroach on the yellow hatched area, which is a fire escape route.

Plastic Chairs:

- Store these in the left-hand storage room behind the stage, in stacks up to 10 high, as shown in **Photo 3 below**.
- They should not block access to the Aikido mats or cleaning materials.

Aikido Mats:

- To be stacked in the left-hand storage room. (These mats are for Aikido Club use only).

Coloured trestles, bench seats etc.

- Normally to be stored on the stage; if the whole stage needs to be available for a period, those items could be stored temporarily in the left-hand storage room (**Photo 3 below**).

Right- Hand Storage Room

Photo 1



Photo 2



Left- Hand Storage Room

Photo 3

