St Mary's Church Whitkirk
Community Centre

Community Centre users' guide

Thank you for booking an event at St Mary's Church Whitkirk Community Centre.

This users' guide will help you understand what we expect from you, what you can expect from us, and how to use things within the building.

Nothing here replaces our standard terms and conditions of booking. You will have agreed to these as part of your booking, but if you have any questions please contact us.

Help!

If you need help with something and the bar is open, please ask any member of our bar staff.

If the bar is closed and it's an emergency, you can call us on **0113 531 5599** between 8.00 am and 11.00 pm.

If you need emergency services dial **999**. You are at **Whitkirk Community Centre, Selby Road, LS15 0AA**.

Things to know

- Our Community Centre is staffed entirely by volunteers – please treat them as you would like them to treat you.
- The person named on the booking form is ultimately responsible for the booking.
- We need someone to be in charge of your booking whilst it is happening.

Setting up the space

Every event is different, which is why our Community Centre is designed to be flexible. We expect you to set the space up as you need it, and put it back at the end of your event.

Tables and chairs

You are free to set up tables and chairs as you need them for your event – tables are in the table store in the north aisle of the building, and chairs are on trolleys in the side room.

You can also rearrange the tables and the chairs from the cafe space if you want, but please put them back at the end of your event.

Remember: No matter how you arrange tables and chairs you must leave clear paths to all fire exits and fire extinguishers.

Blinds

Ground floor blinds

Blinds on the ground floor windows are manually operated by pulling the cord to either open or close them.

Upper blinds

The blinds along the upper windows are remote controlled. You can find the remote controls in the blue remotes container in the kitchen.

Each remote controls a different block of three blinds. Press the down button once to close them, or the up button once to open them. You can also press and hold buttons for fine adjustment if you want.

If the remote is only moving one blind, press the middle button until all five of the number lights at the top flash together and try again.

Lighting

Main lights

The lights in the main hall, side aisles and foyer are all controlled from the panel on the wall by the kitchen door.

Lighting presets

1 All lights on

2 Main hall only
3 Entrance and side aisles only

You can adjust the brightness of the side aisle and entrance lights by pressing and holding the up and down buttons on the panel.

Pillar lights

The pillar lights can quickly add a splash of colour to the hall. You can find the remote control for them in the blue remotes container in the kitchen.

To set all the lights to a solid colour you can either press one of the preset colour buttons or run your finger around the colour wheel on the remote.

If you want the lights to fade between colours or flash, press the "M" button. You can then use "+" and "-" buttons to adjust the speed.

Stage lights

On the control touch screen's home page, tap the "Lights" button to access our lighting controls.

Switching the lights on

Before our lights can be used they will need to be switched on. You can do this by tapping the "Switch power on" button on the touch screen. It will take a moment for the lights to finish switching on, after which you can choose your lights using the touch screen.

On stage

The stage can be lit from the front, either at full power or half power. This is an even, cool white light.

The Main Hall

The ceiling of the main hall above the dance floor can either be lit in plain white, or in randomly changing colours.

When you're done

If you're finished using the lights, you can tap one of the "Off" buttons to turn the lights off for that part of the building. "All off" will turn everything off at once.

To switch power to the lights off, tap "Switch power off"

The stage

Pulls for the curtains are located at the left hand side of the stage (as you look at it). Switches for the overhead stage lights are at each side.

13A sockets are available each side of the stage, but you need to provide your own extension cables and distribution if you need them. If you plug equipment in you must make sure it is safe – we may ask to see evidence of a PAT test or similar.

Smoke, haze and pyrotechnics: You must **not** use atmospheric effects such as smoke or haze, or use any form of pyrotechnic device.

Lasers: You must **not** use any laser equipment.

End of event checklist

We hope you've had a great time using our Community Centre. Before you leave here's a handy checklist to make sure nothing gets missed.

Cleaning

You need to leave the spaces you have used as you found them, but we don't expect you to do things like clean the toilets. Here's a quick list of things to do:

- Wipe down any tables you have used. You can find cleaning materials by the kitchen sink.
- Sweep the floor, especially if you've been using anything like confetti or if you have served food. Brushes are in the cleaning cupboard by the kitchen door.
- Wash and put away any cutlery or crockery you have used, and clean the dishwasher if you have used it.
- Wipe down any dirty kitchen surfaces. You can find cleaning materials by the kitchen sink.
- Clean the oven and microwave if necessary. **Be careful – things may still be hot!**
- Take out any bin bags you may have filled – our bin store is in the car park. You don't need to empty any of the bins in the building, just throw away any loose bags.

Tidying

- Make sure all the tables and chairs are back where they came from.
    - Tables go in the store cupboard in the side aisle of the main hall.
    - Chairs go on the trolley in the side room.
- Open the blinds.
- Close the windows.

Last things

- Do a final look around to make sure you haven't left anything behind. The kitchen is a common place to forget things, especially inside the fridge.
- If you've used them, switch off the sound system and stage lights.
- Make sure lights are switched off in the kitchen and side room. The toilet lights are on motion sensors and will turn themselves off.

The kitchen

Fridge

The fridge in the kitchen is for keeping things cool during your booking, but it isn't for storing things long term or between bookings.

At the end of your booking please make sure you've removed everything from the fridge and wiped down any shelves which may have been spilled on.

Cooker

You must not use the cooker unless you have been shown how by a member of our team.

When you are done using the cooker, make sure that the hobs and oven are switched off and cleaned, and that the isolator switch is off.

Dishwasher

The dishwasher in the Community Centre kitchen is for all Centre users. It is automatically dosed with detergent as needed – **do not** add tablets or powder.

Switching the dishwasher on

1. Turn the isolator to the “on” position.
2. Press and hold the “power” button in the top left of the dishwasher’s touch screen.
3. Wait whilst the dishwasher fills and heats. This will take 15-20 minutes.
4. When the "wash" button (to the right of the screen) has a fully green border, the dishwasher is ready to use.

Running the dishwasher

1. Load one tray of items to wash. You can find trays, as well as cutlery and plate holders, in the cupboard underneath the serving hatch.
2. If needed, change the type of load using the buttons on the touchscreen.
3. Close the door and press the "wash" button (to the right of the screen) once. The border of the button will turn blue.
4. The border of the "wash" button will gradually turn from blue to green. Once it flashes green the cycle is done and you can empty the dishwasher.

Switching the dishwasher off

The dishwasher is not self cleaning. You must always follow these steps when you are done using it.

1. Press and hold the “clean/drain” button on the bottom left of the dishwasher’s touch screen. The border of the "wash" button will become solid blue.
2. Follow the on-screen cleaning instructions to:
    1. Remove the rotor arm
    2. Remove and rinse the filters
    3. Replace the rotor arm
    4. Put the filters in a wash tray, put back in the machine and close the door.
3. Wait for the cleaning cycle to finish and the machine to have drained itself. The border of the "wash" button will gradually go dark as this happens.
4. Once this dishwasher has turned itself off, turn the isolator to the “off” position.

Sound system

The St Mary's Church Whitkirk Community Centre has an in-house audio system. This is also connected to the Community Centre's inductive hearing loop, which can be used by setting hearing aids to the "T" position.

To switch on the audio system in the Community Centre, press the power button in the stage-left stairwell. The button will light up blue.

You can use this same button to switch the system off, or it will switch itself off automatically after a few hours.

Radio microphones

The Community Centre has two handheld radio microphones which can be used with the in-house sound system. These are located in holders just behind the wooden panel of the stage left stairwell.

To switch a microphone on press the power button. It may take a couple of seconds for the microphone to connect to the receiver.

After using the microphones, make sure to switch them off by pressing and holding the power button, and place them back in their holders.

Bluetooth

You can connect a mobile phone, tablet or laptop computer to our sound system using Bluetooth (if your device supports it).

To pair your device, you will need to put the system into pairing mode. To do this **press and hold** the button on the Bluetooth control panel until you hear a chirp and the light begins to flash. On your device, go to pair a new Bluetooth device and look for the one named "Whitkirk". If you are asked for a pairing code, it's **0000**.

When you are connected you will hear another chirp. You can now play audio from your device through our sound system.