

# Keswick Reading Room User Information

*Thank you for using the Reading Room. We hope you enjoy it.*

Here is some useful information:

- You can check your booking on the Keswick and Intwood Parish Council website under the tab for the Parish Reading Room at:  
<https://keswick-intwoodpc.norfolkparishes.gov.uk/parish-reading-rooms/>
- Please leave an hour between bookings. We allow users 30 minutes to set up and tidy away.
- The key is stored in the key safe by the front door. The latest code is available from [keswickreadingroom@gmail.com](mailto:keswickreadingroom@gmail.com). Please ensure the key is returned at the end of the session.
- Please send payment (£10 per hour) to:
  - Keswick Reading Room Fund
  - Account: 50564621
  - Sort: 20-62-53
  - (We no longer accept cheques.)
- If you will need the overflow car park, request the latest padlock code from [keswickreadingroom@gmail.com](mailto:keswickreadingroom@gmail.com) before your session. Please leave closed unless you need it. Ensure it is locked again before you leave.
- The wifi password is: 91171958721842725789
- There is one key that opens the front door, storeroom door and back door.
- Help yourself to tables and chairs in the storeroom and put away afterwards.
- Please leave the room tidy and ready for the next user.
- Emergency contact number is 07812 246262.
- The address is Low Road, NR4 6TZ and its next to the playground.

# Before You Leave Please Check....

1. Water heaters are off:
  - in the kitchen
  - in BOTH toilets
2. Wall heaters are off.
3. The piano heater is plugged in and left on between October and March
4. The two dehumidifiers are plugged in and switched on
5. The fridge is empty, it should be propped open (to prevent it going mouldy inside) and switched off.
6. Windows are closed and doors are locked
7. The key is returned to the keysafe
8. Any rubbish from your activity has been taken away. The room is tidy and ready for the next user.
9. Any problems / concerns etc. are emailed to [keswickreadingroom@gmail.com](mailto:keswickreadingroom@gmail.com)
10. The light switch for the outdoor sensor light is on – the switch that is furthest left.  
The second switch, for the porch light, is turned off.

Thank you!