

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 [here](#).
- 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. Please ensure the key is returned at the end of the session.
- Please send payment to:
 - Keswick Reading Room Fund
 - Account: 50564621
 - Sort: 20-62-53
 - (We no longer accept cheques.)
- If you need to use the overflow car park, please obtain the combination for the padlock before your booking. Please leave closed, unless you need it, and ensure it is locked again before you leave.
- There is one key that opens the front door, storeroom 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. Bring your own garbage bags if you are going to create rubbish.
- Please let us know if any supplies need replenishing. Paper towels, toilet paper, cleaning supplies etc.
- 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 two dehumidifiers are plugged in and switched on
4. The fridge is empty, it should be propped open (to prevent it going mouldy inside) and switched off.
5. Windows are closed and doors are locked.
6. The key is returned to the key-safe.
7. Any rubbish from your activity has been taken away. The room is tidy and ready for the next user. Cleaning supplies are in the storeroom.
8. Any problems / concerns etc. are emailed to keswickreadingroom@gmail.com
9. The light switch for the outdoor sensor light is on – the switch that is furthest left.
All other switches should be off.

Thank you!