**Accommodation users guide – suggested points to cover in such a document**

**Access**

* Entry details
* Name and access for the Contact Friend
* Time for Meeting for Worship ............
* Rates for staying plus preferred checking out times
* When you leave, please strip the bed and place used linen and towels into the ........

**Security**

* Security of the building and its users is very important to the Meeting, so please do not give the access code or keys you have been given to any other person, whatever the reason. If additional access is required for some reason, please ask the Contact Friend.
* Please ensure that all external doors are locked on your exit from the building.
* As there may not always be someone close by while you are staying with us, we ask that you try hard not to lock yourself out or lose the key. If this should occur, please phone the Contact Friend for assistance.

**Facilities available to guests**

* Facilities offered, ie shared bathroom, equipped kitchen, laundry facilities, location of additional blankets/ sheets/ pillows/ towels/soap/ toilet paper/ garbage bags
* TV / radio , internet
* Nearest shops, bank, post office
* Please ensure the kitchen is left clean and tidy for the next user.

**First Aid and more serious medical attention**

* Location of First Aid kit and sharps container
* Location of nearest chemist + phone number and opening hours
* Phone number of nearest doctor and hospital with emergency department and approximate travel time to it.
* Nearest cross street or instructions for ambulance if it needs to be called.

**Emergency situation and evacuation**

* Map of the building
* Location of fire extinguishers and fire blanket
* If the fire alarm sounds and you know it is not a drill,
  + - Shout FIRE loudly to alert others in the vicinity if they are unaware of the situation.
    - Assist any person in immediate danger if it is safe to do so.
    - Use fire extinguishers if it is safe to do so
    - Call the fire brigade (000) if situation beyond your ability to contain it
    - Leave the building via a fire exit or the nearest exit
    - Proceed to the nominated assembly point of .........
    - Remain out of the building until it is safe to return (either because you are sure the fire is out, or you have received instruction from the fire brigade)

**Heating and cooling**

* Location and instructions for use of portable and fixed heaters
* Location and instructions for use of portable fans and fixed air conditioners

**Codes of behaviour**

* Please remember there may be other guests and neighbours in the vicinity when playing music.
* When entering or leaving the building please do so as quietly as possible out of respect for others in the vicinity.
* As the smoke detectors are quite sensitive, we ask that you do not burn candles or use incense in the building.
* We ask that if you wish to smoke that you do so in the designated area which is .....
* The Meeting is very environmentally aware / proactive, and we ask that you do not waste water by using the washing machine with only a few items in it (there are bowls for hand washing located under the sink) or take overly long showers. Thank you.
* Alcohol ....................
* This building is a recreational drug free space.
* Please place all of your rubbish in the bins provided or larger items in the garbage bins outside.