

WATSON SCOUT CENTRE

1. Bookings

Bookings are accepted up to 12 months in advance. Preference will be given to Scout parties from North Yorkshire and bookings from outside the County will be accepted after 1st January in each year.

2. Cancellation

Notice must be given in writing to the Booking Secretary. Fees payable on cancellation:

10 or more weeks prior to booked date	– booking deposit
9 weeks prior to booked date	- 50% of charge for the proposed booking
8 weeks or less prior to booked date	- Full fee due

3. Warden Visits

During your stay at the Centre you will be visited by one of the volunteer Wardens who will answer any questions you may have. To enable this visit to be effective as possible it is useful for you to provide a planned arrival time.

4. Leaders

Responsible adults leaders must accompany all parties. Leaders will be responsible for ensuring their party comply fully with the Conditions of Use, seeing that reasonable order is maintained and will be required to accept the directions of the Warden or his deputy on matters relating to the use of the premises.

5. Activities

It is a requirement that those who conduct activities have the appropriate training, expertise, accreditation, authorisation, and where appropriate, qualifications to do so. All activities should be supervised according to the Rules of the organisation booking the Centre and current legislation.

6. Damage

The cost of repair or replacement arising from damage caused by carelessness or misbehaviour of visitors will be charged to the Leader of the party responsible.

7. Fire Precautions

The Centre is protected by an approved and certified fire alarm system and the Warden or his deputy may require all residents to participate in a fire drill. The Leader of the party will be responsible for making himself/herself conversant with all instructions regarding fire safety and alarms. Instructions are in each room and adjacent to the entrance. The network of detectors throughout the Centre are extremely sensitive and can be damaged if tampered with or knocked in any way.

In accordance with current legislation a '**NO SMOKING**' policy applies throughout the building.

8. First Aid

Groups visiting the Centre should ensure that they provide adequate First Aiders and first aid kits. There is a small first aid kit available in the kitchen. All accidents/incidents should be reported in the Accident Book located in the kitchen and to the Warden on departure. Please notify the Warden if you use any items from the first aid kit during your stay so that they can be replaced for the benefit of future visitors.

9. Sickness

Visitors should have with them details from their medical cards. **First Aid equipment is readily available.** Local Doctors are: STOKESLEY HEALTH CENTRE, North Road, Stokesley Tel: 01642 710748.

10. Linen

Parties are expected to bring with them sleeping bags, pillowcases, towels and tea towels, oven gloves/oven cloths, etc. All dormitories are provided with mattresses and pillows together with a number of blankets. Beds and mattresses must not be moved from room to room.

11. Footwear

Outdoor shoes must not be worn in the Centre.

12. Prohibited Activities

Gambling and the bringing of alcoholic drinks into the Centre are forbidden.
No firearms including air rifles or air pistols are allowed on site unless part of an authorised activity.
No fireworks are allowed on site under any circumstances.

13. Cleanliness

Residents are responsible for keeping the Centre clean and tidy during and at the end of their stay. For hygiene reasons the toilets and kitchen should be cleaned and disinfected daily. The Centre must be left as clean as you

would expect to find it. Although there may be some cleaning materials left by previous visitors, parties are expected to bring with them sufficient appropriate cleaning materials. Brushes, mops, etc. are provided in the outside store adjacent to the coal bunkers.

14. Lights Out

Lights must be out by 11pm and there should be quiet in the Centre after this time. We are anxious to maintain good relations with neighbours in the village.

15. Neighbour Relations

The Centre is located in the residential areas of the village. All parties must be considerate to local residents, particularly in respect of noise and parking of motor vehicles. Access is not permitted to any of the adjacent properties, including fields, other than on public footpaths.

16. Vehicles

All vehicles should be parked off the public road. There is ample space provided at the side of the Centre. Vehicles may also be parked adjacent to the play area in the main field provided the ground conditions are suitable.

17. Recycling

We encourage all Groups visiting the Centre to recycle as much waste as possible. General waste in black sacks should be placed in the metal 660L wheeled bin; glass bottles/jars/etc should be placed in the blue box; plastic bottles/plastic containers should be placed in the blue top wheeled bin. If in doubt put it in the metal wheeled bin to avoid contaminating the blue box and blue top wheeled bin. A recycling leaflet is located in the kitchen.

18. Defect Report

The Leader should inform the Warden, or his deputy, immediately of any problem with the Centre or the Campsite that creates a safety problem or will lead to damage to the fabric of the building. The Warden or his deputy will arrange for appropriate action to be taken. All minor defects should be reported to the Warden or his deputy when departing.

19. Dogs

Dogs are not normally permitted on site other than guide dogs.

20. Play Area

Leaders are responsible for supervising the safe use of the play area at all times.

21. Open Fires

Open fires are prohibited with the exception of the designated campfire circle. There is usually a stock of wood available for the campfire, however under no circumstances may trees, hedges or bushes be cut to provide firewood or for any other use. It is the Leader's responsibility to ensure that any campfire is adequately extinguished before leaving the area overnight.

22. Campsite

No wet or dry pits are permitted. The cutting of turf is also forbidden.

23. Departure

Prior to departure the Leader must ensure that the following tasks have been completed:

Kitchen – all pots, pans, crockery etc. are washed. Ovens cleaned. Surfaces wiped clean. Fridge and freezer emptied and turned off. Cupboards emptied. All refuse removed. Floor swept and mopped.

Lounge – ashes removed from fire. Chairs placed neatly around walls and room hoovered.

Dining Room – Chairs stacked – **DO NOT STACK TABLES** Floor swept and mopped.

Activity Room – tables folded and placed against wall. Chairs stacked. Floor swept.

Toilets/Showers – all areas cleaned. Floors swept and mopped.

Dormitories/Staff Room – pillows and blankets folded neatly. Floors hoovered.

Stairs – swept and mopped

Entrance passageway - floor swept and mopped.

Please return the Centre key to the key box on departure.