VENUE USER GUIDE

Thank you for choosing the Multi Faith Centre for your event. We hope you enjoy using the centre and that everything is to your satisfaction. Please read this document prior to your arrival and share the contents with your guests.

Facilities

Toilets (including an accessible toilet with baby change station) can be found down the corridor past the kitchen. The accessible toilet has an emergency pull cord. If this is activated the red light will come on above the toilet door (on the outside). Once you have checked the person using the toilet is okay, please stop the alarm by pressing the reset button which is located on the wall to the right.

In the event of any spillages, please use the yellow free standing 'Caution Wet Floor' signs stored in the accessible toilet.

If you have booked the kitchen, crockery is stored in the cupboards on the right-hand side. There are two kettles for your use and water jugs in the cupboard. On departure, please clean the counters, wash all dishes and dispose of rubbish in the bins provided.

In the case of an Emergency

In an emergency, call the University of Derby Security Team on 01332 597 777. They can provide first aid and call relevant services.

The first aid box is opposite the disabled toilet. If you use any items, please email mfc@derby.ac.uk so that staff at the MultiFaith Centre can ensure the box remains topped up.

On arrival, please familiarise yourself with the nearest fire exits and appoint someone to function as the designated Fire Warden. The designated Fire Warden will be responsible for the safe evacuation of the premises and contacting the Fire & Rescue Services.

If the fire alarm should sound, leave the building and proceed to the assembly points (see plan at the end of this document and on display in the lobby by the main entrance). Do not stop to collect personal belongings and do not re-enter the building until you are told it is safe to do so. Fire extinguishers are available in the main hire rooms and entrance area for use in an emergency, however, please do not put yourselves in any danger. Leave the building, closing any doors to contain the fire and call the emergency number for urgent help.

Heating

The Multi Faith Centre is heated via underfloor heating which is thermostat controlled. All room thermostats are set at 21 degrees. Please do not alter the settings, underfloor heating is not immediate and takes several hours to adjust.

Wi-Fi

Instructions to connect to the Wi-Fi can be found in the clear plastic racks in the lobby area next to the alarm box.

On Departure

The Multi Faith Centre operates a village hall system at the MFC. Hirers are required to set up and clear away within their booking. On leaving the premises, please ensure you have tidied the rooms, stacked chairs, wiped down tables and returned any moved furniture. Please unplug appliances and dispose of rubbish, ensuring food waste is put into the container in the kitchen and recyclable items are place into the appropriate bin. If there is a lot of rubbish, please empty the bins and place the bags into the large refuge bins at the base of the south tower (opposite the visitor's car park). Finally, remeber to turn off lights.

We appreciate that accidents do happen so if there are any breakages or issues, please let us know so that we can fix it for the next guests.

End of hire checks	
Windows & fire exits closed	
Electrical items used switched off and unplugged	
Room returned to standard set up (chairs stacked, tables wiped etc.)	
Facilities check (toilets, kitchen, lobby area)	
Rubbish disposed of appropriately	
Notify mfc@derby.ac.uk of any breakages, accidents, or issues.	

We Welcome Your Feedback

Thank you again for using the Multi-Faith Centre and hope that you have enjoyed the facilities. We welcome your feedback so that we can continue to improve our service and offering. Please email mfc@derby.ac.uk with any comments.

Meeting Space 1 Room Layout

Please stack the brown chairs (max 6 at a time) with black chairs to the right of the room. Please do not block the fire extinguisher. Please return screen to cover the grand piano.







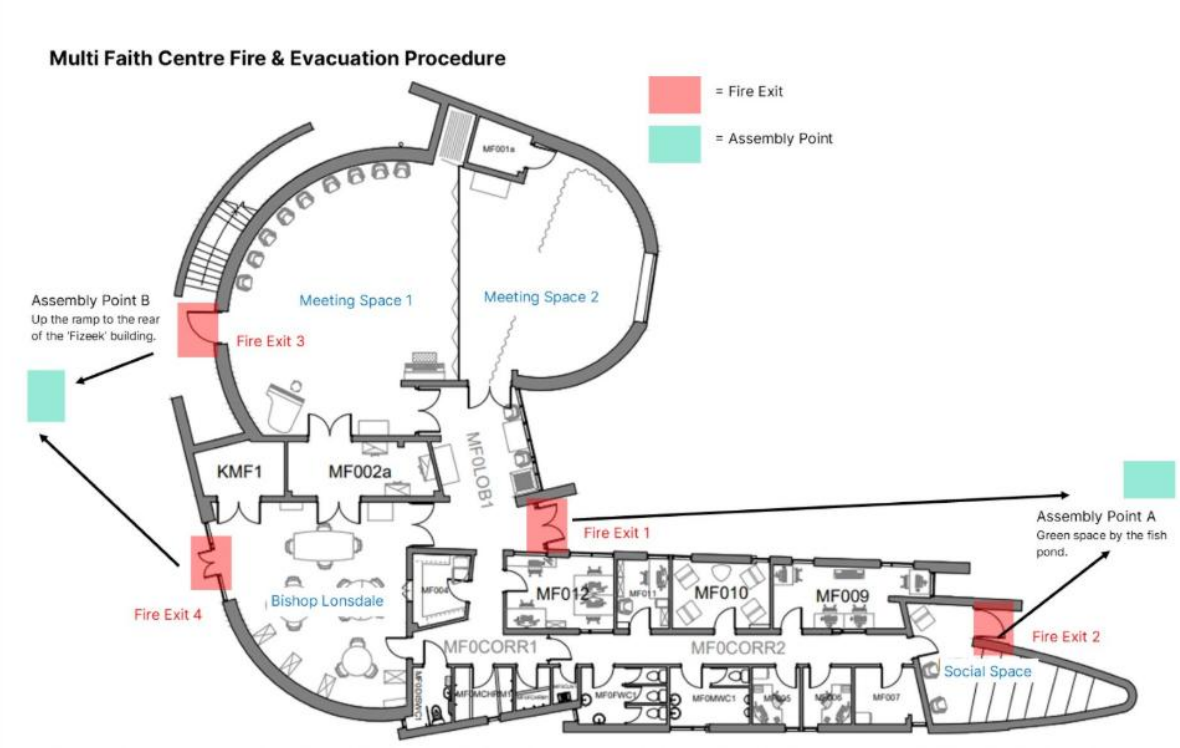
Fire & Evacuation Procedure

Leave the building by any of the four fire exits (marked in orange on the plan).

Assembly point A is accessed from the fire doors to the front of the building (doors 1 & 2) and is located on the grassed area over the access road close to the pond.

Assembly point B is accessed from the rear fire exits (doors 3 & 4) via the ramped path to the rear of the gym.

Roof garden evacuation is via the ramp to the front of the building Assembly point A.



Plan of Action - Leave the building via any of the four fire exits (marked in red on the plan). Assembly point A is accessed from the Fire Exit to the front of the building (doors 1 & 2 on the plan) and is located on the grassed area over the access road close to the pond. Assembly Point B is accessed from the rear Fire Exits (doors 3 & 4 on the plan) via the ramped path to the rear of the Fizeek building opposite. Roof garden evacuation is via the ramp to the front of the building, Assembly Point A.