

Sandown Community Learning Room

Sandown Library
High Street
Sandown
Isle of Wight
PO36 8AF

Telephone / Fax: 01983 402748
E-mail: libraries@iow.gov.uk

**Exciting learning and other activities
in a welcoming and comfortable
environment**

- Regular programme of learning activities provided by Isle of Wight Council Adult & Community Learning Service and its partners.
- Available for hire
- PowerPoint projection
- Interactive whiteboard
- Tea & coffee making facilities
- Lift access
- Disabled toilet facilities



Sandown Community Learning Room

User Guide and Terms of Use



Isle of Wight Library Service
Inform, Inspire, Entertain



Sandown Community Learning Room

The Community Learning Room is the result of a partnership between The Library Service, The Adult and Community Learning Service, The Learning and Skills Council, The Isle of Wight College and The Essential Skills Support Unit. Its main purpose is to provide a comfortable place for the learning activities of the partner organisations and others. This leaflet gives information to help you get the most from your use of the room.



Bookings

All bookings should be made through Sandown

Library (contact details are on the back of this leaflet). The room is available for use from 9:00 a.m. to 10:00 p.m.



Keys & Security

If your activity is outside normal Library opening hours, leaders should make arrangements to collect a key from the Library on the day. The key must be posted through the letterbox in the front door of the

library on leaving.

The building is protected by an intruder alarm. Activity leaders will be provided with an alarm fob or alarm code by library staff. The code must not be revealed to third parties. You are responsible for securing the premises after use as instructed by library staff.



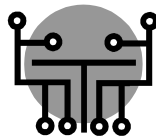
Kitchen

There is a small kitchen with a water heater to the right of the room entrance door. You are welcome to use this to make hot drinks. Cups are provided but you must supply your own tea, coffee, milk, sugar, etc. Please wash all cups afterwards and leave the kitchen as you found it.



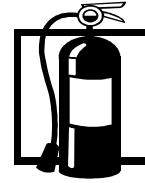
Toilet

A toilet suitable for use by people with disabilities is available off the landing.



Tables & Chairs

Tables and chairs are provided. Please fold the tables and chairs and lean them against a wall after use.



Health & Safety

We have done a risk assessment and a safe working plan for the Room. We will give these to you when you book.

You must undertake a risk assessment of your activity and submit it to The Library Service before your booking is confirmed.

There is a **telephone** at the library counter for emergency use only but we advise hirers to make sure they have a mobile phone available.

The **first aid box** can be found on the back of the kitchen door.

We will give you a list of **emergency contacts** when you book.



Records

All activity leaders must complete a Course / Activity Record each time you use the room.

Activity leaders should have the Attendance Record available in case of emergency evacuation.

The Attendance Record can also

be used to help keep participants informed of other learning opportunities if they wish.

Please leave the record forms in the box provided at the end of your session.



Charges

The following charges apply for use of the room and will be invoiced monthly:

- Learning and other activities provided in partnership with the Isle of Wight Council: £5.00 per hour.
- Learning activities by non ACL partners (excluding commercial organisations): £8.00 per hour.
- All other activities: £15.00 per hour.



Transport

Buses stop in High Street (towards Newport and Shanklin) and Victoria Road (towards Ryde). There is on-street parking in High Street and car parks in Fort Street and Station Avenue.