

Contact us at:

**TACTIC Centre**

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# TACTIC CENTRE

## User Guide



## WELCOME TO THE TACTIC CENTRE

### PLEASE READ ALL THE FOLLOWING TERMS AND CONDITIONS:

The following procedures have been put in place to help inform and advise you whilst using the TACTIC centre. Please ensure you familiarise yourself with the following information. There will be a TACTIC staff member on site or contactable during bookings

#### **Signing in**

You must ensure that all visitors to the Centre sign the Visitors' book on arrival and departure this is required for Fire Regulations and security purposes.

#### **Health & Safety /Fire Evacuation Procedures and Assembly Points :**

Instructions can be found on the wall and you are responsible for making your service users aware.

The Fire Exit is located to the front of the building. (main entrance)

Fire doors should be kept closed and free of obstructions at all times.

On hearing the Fire Alarm please make your way out of the building and ensure that everyone leaves as quickly and safely as possible. Do not stop to collect personal belongings.

Leave the building by the nearest emergency exit

#### **Assembly point:**

To the front of the Baptiste Church to the left of the TACTIC building as you exit the front door.

Baptiste Church, Hockliffe St, Leighton Buzzard LU7 1EZ

NB: You must notify a member of the TACTIC Team of any problems/hazards promptly.

#### **First Aider Notices**

The TACTIC duty first aider can be located in the offices to the upstairs of the building. In the case of any accident please notify a member of the TACTIC team immediately.

#### **Toilets**

Male and female toilets are situated in the conservatory area of the building including disability access.

#### **General:**

##### **General usage**

When groups are going to use a room within the centre or the outdoor area, TACTIC staff will ensure that it is fit for purpose, appropriate, clean and tidy, and ready to use. Please ensure you leave the building in the same way that you find it. Cleaning equipment is available on site if required.

User groups are required to bring their own refreshments. Unfortunately we are unable to store group equipment at the centre

After each session/activity the user groups must ensure that furniture and any resources used are returned to their original layout. Cups, plates or dishes that have been used must be washed and placed back in the cupboard.

There is a NO SMOKING POLICY in place at the centre. Anyone over the age of 16 is permitted to smoke in the designated garden area.

I CONFIRM I HAVE READ AND UNDERSTOOD THE HIRE CONDITIONS:

Signed..... Date.....