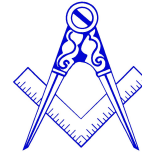


KNOWLE MASONIC CENTRE



KMC Use of rooms.

The following are important protocols to adhere to as they allow effective use of the rooms for all members and also allow our maintenance staff to attend to matters at the best times. It also avoids the need to incur extra costs – all of which can only be recharged to units meeting at the temple.

- **When leaving the building after any kind of meeting (Officers, Festive Board, Lodge, LOI etc) the last member to leave should ensure all doors and windows are closed, set the alarm and lock the front door deadlock with the key you have been allocated. If there is still a member of catering staff or bar staff present then those individuals will take responsibility. Also bear in mind there may be other masons in the building for their meeting in which case the protocol will apply after they finish rather than you.**
- **If you use a meeting room can you please replace all chairs in a tidy fashion under the table, ensure the plants remain on the table and the 'no bags on table signs' are placed on the table. If coffee has been ordered the caterer will collect the cups etc.**
- **After a Lodge (or similar) meeting takes place all Lodge room equipment MUST be cleared immediately after the meeting by your tyler or designated person. This is because the rooms are in constant use whether for rehearsals or otherwise. We have received complaints that this is not happening and therefore request your help to leave the rooms as you would like to find them.**
- **The setting up of a Lodge should take place in a maximum of two hours preceding a meeting. This again is to avoid situations where you encroach on other people's use (whether on the schedule or not)**
- **Please report any damage or failure of equipment, lights etc to the Temple immediately either by e mail or by leaving an informal note in the 'Blue Box' kept in the pigeon holes in the meeting room.**
- **Do not use Fire Exits unless there is an emergency.**
- **When setting up a Lodge room please do take into account Health and Safety legislation, taking into account the task, the age and health of the persons you ask to set up and take down the Lodge room.**
- **We are proud to have the temple well set up for the less mobile of us and it complies with the necessary qualifications of the Equality Act. Only the committee rooms are difficult to obtain full access to. As a result should you have a meeting in those particular rooms where such access is required, please do contact the Temple Bookings Director so we can try to obtain another room in the building for you (eg dining room, temple, bar). We will be as responsive as we are possibly able in order to ensure access is available for all.**

Solihull Masonic Temple Ltd., T/A Knowle Masonic Centre
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