**St Nicolas Church Room – Layout**

Cupboard

Small table

Organ

Table Tennis table

Small Tables on Trolley

Plastic chairs, stacked  
(5 chairs high maximum) and  
placed sideways to the wall

Thank you for using the Church Room. When you leave, please ensure that you :

1. Lock the windows
2. Check that the toilets are left clean and tidy, lights off
3. Put away furniture as shown in the diagram below
4. Leave the internal double doors **unlocked**
5. Lock the kitchen and passage doors, and turn off the lights

Internal double doors

Serving Hatch

Door

Cupboard

Window

Window

Window

1. Lock the external double doors

4 large tables