



## USER PROTOCOL – THE OLD FERRY TICKET OFFICE

I, (name)..... of

(group/address).....

agree to abide by the terms and conditions of use of The Old Ferry Ticket Office which include:

- To share the building with any other users.
- To risk assess any activity we undertake on site.
- To ensure the building is left in good condition ready for the next user.
- To nominate someone to wash up any cups, clean out the microwave, empty bins of rubbish and replace tea-towel and bin liner if any of these items have been used.
- To nominate someone to mop the floor after use, and place the mop and bucket in its storage area.
- To understand that while wheelchair access to the building is available, no wheelchair-accessible toilets are currently on site.
- To agree not to leave any staff member/volunteer alone with children unless the staff member or volunteer is known to have been through the Disclosure Scotland process
- To agree not to sell any items on site.
- To agree to accept donations only for tea, coffee and unsweetened fruit juice if provided.
- To agree not to make hot drinks or heat food in the microwave when more than 5 children are present on site.
- To agree to complete the OFTO log book which is kept on site, giving the following details (column heads):

Signed .....

Date .....

**Name**

**Address**

**Phone number**