

## Old School House Facilities



The Old School House kitchen area

Adur Community Network using the Meeting Room

The Meeting Room is our main community resource for local charities and voluntary groups. It comes with a handy kitchen, fridge freezer, crockery and cutlery, and patio outdoor area for summer use.

The cost is kept as low as possible just to cover heating, lighting, gas, insurances, non-domestic rates, repairs and maintenance.

We charge £20 per session, sessions being morning, afternoon, evening.

Low cost photocopying and colour printing up to A3 also available, Free internet wifi. Desk with telephone, wifi and computer available at £10 per day/£30 pw

AVA is here to help and support your organisations. Please use all our services, let us know of problems or ways we could improve. Also - can you help us? Enthusiastic volunteers always welcomed



The Lighthouse spiral staircase

## Booking and using the Old School House

### To book

Contact us on 01903 854980 Email [info@adurva.org](mailto:info@adurva.org)

Bookings are handled by our volunteers and staff

Please give us as much notice as possible

We are insured for the building's third party and employer liability but users need to insure to cover their own risks, advice available from AVA

Fire alarms are regularly tested, please read the fire notices displayed around the building

Please help us reduce risk of intruders by locking internal doors after use where shown, and setting the intruder alarm. The code is the same as the key safe.

Access when staff or volunteers are not present is by key kept in the key safe by front door. The code is regularly changed: check it when you make bookings. Scramble the digits after you have replaced the keys in the safe on leaving.

In event of false fire or intruder alarms sounding, re-set instructions are displayed in the hall by front door.

Heating can be turned on using the thermostat in the Meeting Room. Please turn the thermostat back down to 12 degrees when you leave

Please help us by replacing tables and chairs as you find them, and keeping the kitchen, sink and fridge clean and tidy.

# Contact Us

## AVA's historic base

The Old School House  
Ham Road  
Shoreham-by-Sea  
West Sussex  
BN43 6PA

Tel: 01903 854980

Email: [info@adurva.org](mailto:info@adurva.org)

Web: [www.adurva.org](http://www.adurva.org)

## Office Opening Hours:

Monday to Thursday 9.30-2.30



# The Old School House Community Resource Centre Guide for Users



2015

1880

Use our facilities and support your local resource centre

Meeting room available 7 days a week 9am - 10pm

Please reserve in advance by phone or email

Adur Voluntary Action  
February 2015



“Only Connect .....” E M Forster