

In The Moment Housekeeping Instructions for Teachers and Groups

Thank you for booking a studio at In The Moment. These instructions are for all users, to help keep the space clean and safe for everyone.

1. Please mark whether you are IN or OUT of the building using the board at the front door.
2. If your event is on Sunday, please respect the Unitarian church service times 11 am - 12:30 pm and keep noise to a minimum.
3. Please make sure that all lights are off before you leave. PLEASE remember the public areas (toilets too)
4. Make sure you are aware of fire action instructions - at the door in each room.
5. Please leave each room clean, tidy and looking pleasant. If you move things, put them back where they are supposed to be.
6. Plastic water bottles. Please check the room for bottles and put them in the recycling before you leave. We discourage the use of bottled water and provide drinking water. All the cold taps supply water suitable for drinking straight from the mains supply.
7. Empty the bin (especially if there are food items in there) AND PUT A FRESH BIN BAG IN IT. Fresh bin bags are in the cleaning materials drawer - or in the bottom of the bin.
8. Please make sure people remove their shoes in the second floor room and leave them outside the door. Absolutely no outdoor shoes.
9. We prefer people to go out to eat, as food leaves mess and a smell. However, if your group does need to eat - e.g. on a day retreat - please clean up crumbs and empty the bins (and take the rubbish with you!) Both spaces have brush/shovel. The first floor room has a little Hoover and there is a big Dyson in the cleaner's cupboard in the basement (first room on the right as you come out of the lift)
10. We are a yoga studio and respect Ahimsa, therefore our space is meat-free. Please respect this.

11. Heating - is controlled via the thermostat on the wall - not via the heaters - so please don't use the switches at the wall to try and control temperature. Also remember to switch the heating off before you go! Turn it down to 10 between November and February for frost control. During the summer months you should not need to use the heaters at all.
12. Yoga mats- if your students borrow yoga mats can you ask them to a. clean them with the materials provided and b. leave a donation in the elephant money box? And please make sure that they are stored properly. Rolled and standing upright.
13. Tea - please ask people to donate 50p for tea .
14. Do a sweep of the room before you leave and pick up used tissues etc. see 5 above re: water bottles.
15. If you have borrowed a set of keys, put them in an envelope addressed to Graeme Murray – In The Moment, and post them back through the door when you finally leave. If the centre is to be left open because other people are using it, then please leave the envelope on the table in the hall.

Many thanks