

Dame Cecily Saunders Room – External Visitor Instructions

All users of the Cicely Saunders Room must:

- Arrange to come into Hospice at a convenient time a few days prior to the hire to collect the access card and have a quick site induction, preferably bring a secondary representative to also complete the induction as a backup.
- Once the site induction has been completed you will not need to repeat it again unless the Inducted person cannot attend the event. (One person at each event must have been inducted!)
- Enter the building via the Cicely Saunders entrance.
- The alarm will be deactivated and reactivated according to your booking times by the Hospice Facilities team, 15 mins before your booking time and 15 mins after your exit time.
- After the hire, please return the access card to the main reception between the hours of Monday to Friday 8am – 4.30pm or drop in the suggestions box in the main reception after the hire. (The red box to the left of reception).

Please be aware that the alarms in the building are silent and report directly to a monitoring service. If you have any concerns around the alarm, i.e. whether it is unset please call 027 258 7785. This will help to avoid security being sent to site unnecessarily and as a non- profit organisation relying on donations, we want to avoid any extra costs wherever possible.

Please bring with you:

- Your own tea and coffee etc
- Plates, cups, utensils are provided
- A tea towel for washing up the cups etc
- Please leave the room as you found it.

Please also let us know as early as possible:

- If you are wanting a particular room set-up or to use any technology, so we can ensure that you are adequately set up
- If your meeting time changes
- Contact details of the person leading the meeting, if it is different to the person we have set up as your club/organisation contact
- Please ensure that tables are wiped down and the room is left as you found it
- If required, please vacuum - there is a cleaner in the end cupboard.

Wherever possible, please do not disturb the Nurses in the Inpatient Unit. Instead, please call our after-hours number on 027 258 7785.

Thank you for choosing to use us. We are so proud of our facility and what the community has provided for us.