

If you have booked to use the lunchroom in the Ashmolean Education Centre we ask you to abide by these rules:

- Encourage your students to use the room with respect and keep the mess to a minimum.
- The room is allocated to each group in strict 30 minute slots. Please make sure you keep to time and vacate the room ready for the next group.
- Please take your rubbish away with you. This includes any cardboard boxes or containers you bring packed lunches in.
- Sweep the floor before you leave the room. This doesn't have to remove every crumb but it helps to remove the worst of the debris ready for the next group. A broom, dustpan and brush can be found in the kitchen area.
- Spray and wipe the tables before you leave. Cleaning materials can be found in the small kitchen area.
- Put stools and chairs back around the tables ready for the next group.
- Leave the room as you would wish to find it

Thank you.

Please contact us if you have any questions

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