



**Room Allocation and Fire Register for The Windmill Christian Centre**

Room No. #	Bed Type / En-suite Type / Notes	Total Space	Guest Name	Youth Consent Form Received	Dietary Requirements (if any)	
2 n d r o o m	1 <i>Bunk Beds / Shower / Maybe colder than other rooms</i>	4	1	<input type="checkbox"/>		
			2	<input type="checkbox"/>		
			3	<input type="checkbox"/>		
			4	<input type="checkbox"/>		
	2	<i>Bunk Beds &amp; Single Bed / Shower / additional space for cot or fold out bed</i>	7	1	<input type="checkbox"/>	
				2	<input type="checkbox"/>	
				3	<input type="checkbox"/>	
				4	<input type="checkbox"/>	
5				<input type="checkbox"/>		
6				<input type="checkbox"/>		
7				<input type="checkbox"/>		
3	<i>Bunk Beds / Shower</i>	4	1	<input type="checkbox"/>		
			2	<input type="checkbox"/>		
			3	<input type="checkbox"/>		
			4	<input type="checkbox"/>		
4	<i>Bunk Beds / Bath with Shower</i>	6	1	<input type="checkbox"/>		
			2	<input type="checkbox"/>		
			3	<input type="checkbox"/>		
			4	<input type="checkbox"/>		
			5	<input type="checkbox"/>		
			6	<input type="checkbox"/>		
5	<i>Bunk Beds &amp; Single Bed / Shower</i>	5	1	<input type="checkbox"/>		
			2	<input type="checkbox"/>		
			3	<input type="checkbox"/>		
			4	<input type="checkbox"/>		
			5	<input type="checkbox"/>		
6	<i>Bunk Beds / Bath with Shower</i>	4	1	<input type="checkbox"/>		
			2	<input type="checkbox"/>		
			3	<input type="checkbox"/>		
			4	<input type="checkbox"/>		
7	<i>Bunk Beds &amp; Single Bed / Bath with Shower</i>	5	1	<input type="checkbox"/>		
			2	<input type="checkbox"/>		
			3	<input type="checkbox"/>		
			4	<input type="checkbox"/>		
			5	<input type="checkbox"/>		
8	<i>Bunk Beds &amp; Single Bed / Shower</i>	5	1	<input type="checkbox"/>		
			2	<input type="checkbox"/>		
			3	<input type="checkbox"/>		
			4	<input type="checkbox"/>		
			5	<input type="checkbox"/>		



	Room No. #	Bed Type / En-suite Type / Notes	Total Space	Guest Name	Medical & Consent Form Received	Dietary Requirements (if any)
2nd Floor	9	Bunk Beds / Shower	8	1	<input type="checkbox"/>	
				2	<input type="checkbox"/>	
				3	<input type="checkbox"/>	
				4	<input type="checkbox"/>	
				5	<input type="checkbox"/>	
				6	<input type="checkbox"/>	
				7	<input type="checkbox"/>	
				8	<input type="checkbox"/>	
2nd Floor	10	Single Beds / Shower / Low ceilings	4	1	<input type="checkbox"/>	
				2	<input type="checkbox"/>	
				3	<input type="checkbox"/>	
				4	<input type="checkbox"/>	
2nd Floor	11	Single Beds / Shower / Low ceilings	3	1	<input type="checkbox"/>	
				2	<input type="checkbox"/>	
				3	<input type="checkbox"/>	
1st Floor	12	Bunk Bed / Shower	2	1	<input type="checkbox"/>	
				2	<input type="checkbox"/>	
1st Floor	13	Bunk & Single Bed / Shower	3	1	<input type="checkbox"/>	
				2	<input type="checkbox"/>	
				3	<input type="checkbox"/>	
1st Floor	14	Single Beds / Shower	2	1	<input type="checkbox"/>	
				2	<input type="checkbox"/>	
1st Floor	15	Double Bed & Single Bed / Shower	3	1	<input type="checkbox"/>	
				2	<input type="checkbox"/>	
				3	<input type="checkbox"/>	
1st Floor	16	Bunk Beds / Shower	6	1	<input type="checkbox"/>	
				2	<input type="checkbox"/>	
				3	<input type="checkbox"/>	
				4	<input type="checkbox"/>	
				5	<input type="checkbox"/>	
				6	<input type="checkbox"/>	
1st Floor	17	Bunk Beds / Shower	6	1	<input type="checkbox"/>	
				2	<input type="checkbox"/>	
				3	<input type="checkbox"/>	
				4	<input type="checkbox"/>	
				5	<input type="checkbox"/>	
				6	<input type="checkbox"/>	

- Windmill staff do not allocate rooms or bed spaces - this sheet is for Group Leader use only
- To comply with fire safety regulations please use this sheet to record your guests' room allocation
- FOR YOUTH GROUPS to comply with child protection, please do not put leaders in bedrooms with non-family under 18's
- Please remember to bring this form with you or you can email the form to the Centre in advance if preferred