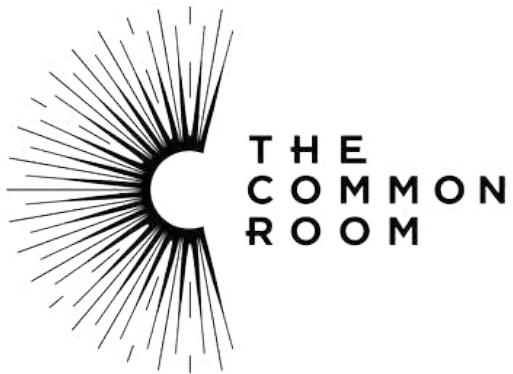


The Common Room Pre-visit Document

Neville Hall
Westgate Road
Newcastle Upon Tyne
NE1 1SE

What3Words: [///bolt.vets.round](https://www.what3words.com/#!/bolt.vets.round)



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Welcome to The Common Room



I'm here to show you this **Visual Story**. It will help you plan how to get in and around The Common Room and **prepare** for what you might see and do.

Getting Here

We are a short distance from Newcastle Central Station for visitors travelling by **train** and **metro**. Our nearest **bus** stops are located on Neville St, Westgate Rd and Grainger St. We have **bike** racks outside our building. There are several **car** parks close by.



Outside the Building

Our building is on a main road. It can sometimes be **noisy**, because of cars.

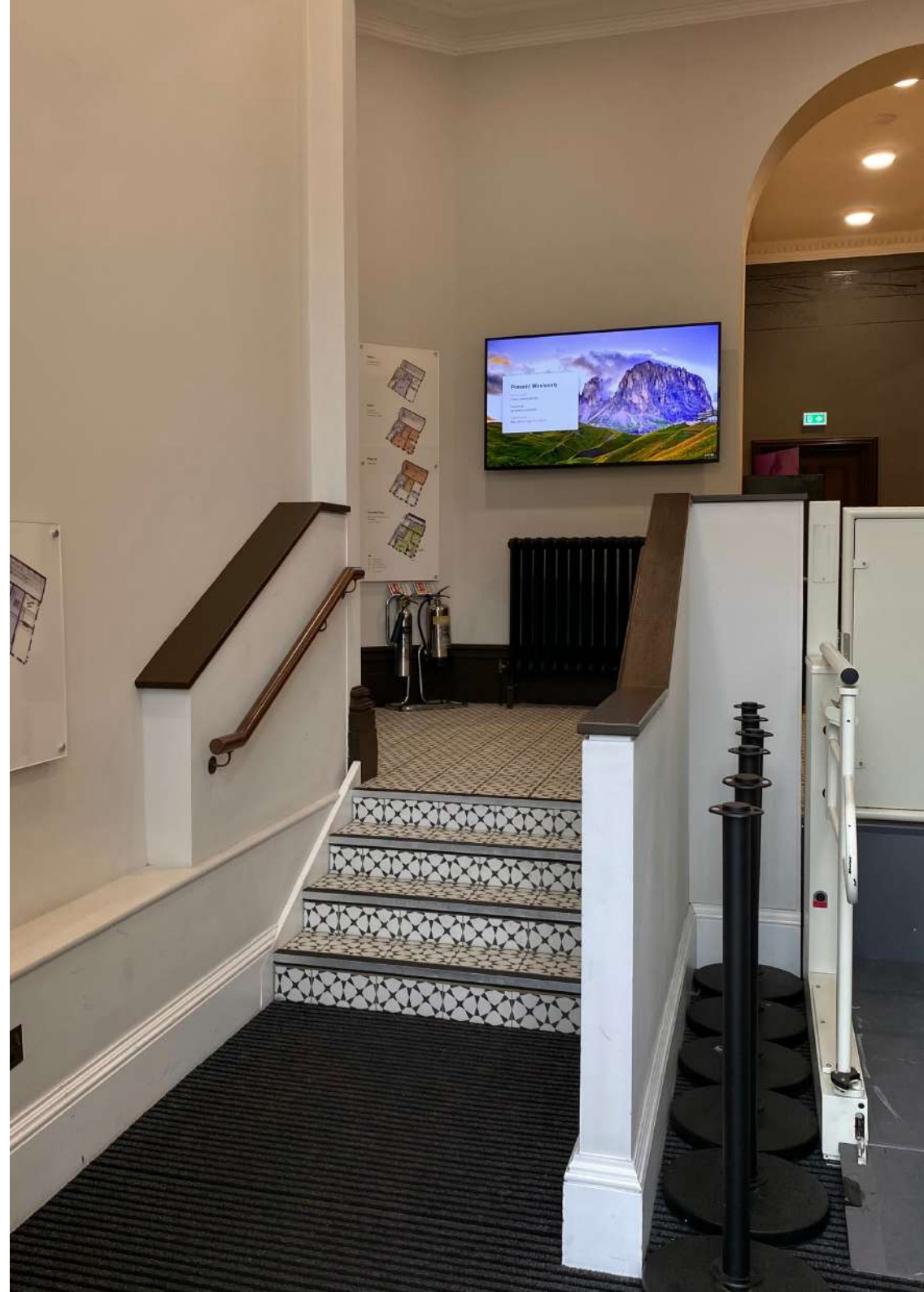
We have two doors. The door on the corner has some **steps**. The glass double door on Orchard Street is **automatic** and accessible.



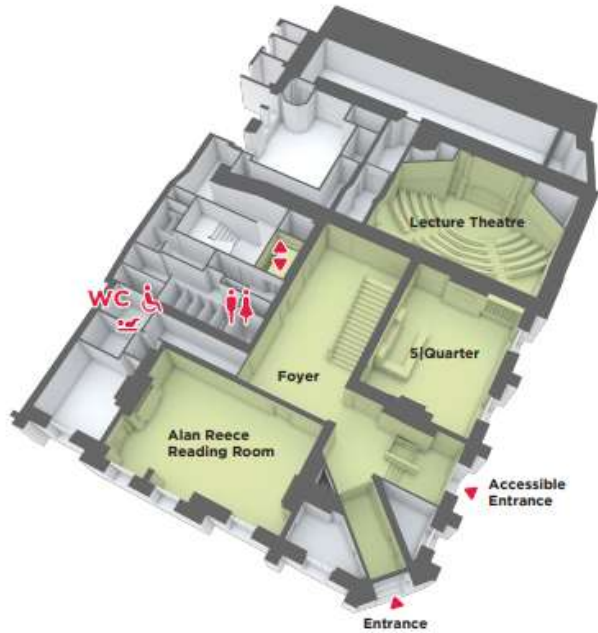
Entrance

Our accessible entrance has a step lift, or four small steps with a hand rail.

When you walk inside, you will see our **floor plan**, to help you learn your way around the building. Only the Ground Floor, Floor M and Floor 1 are for public access.



Floor Plan

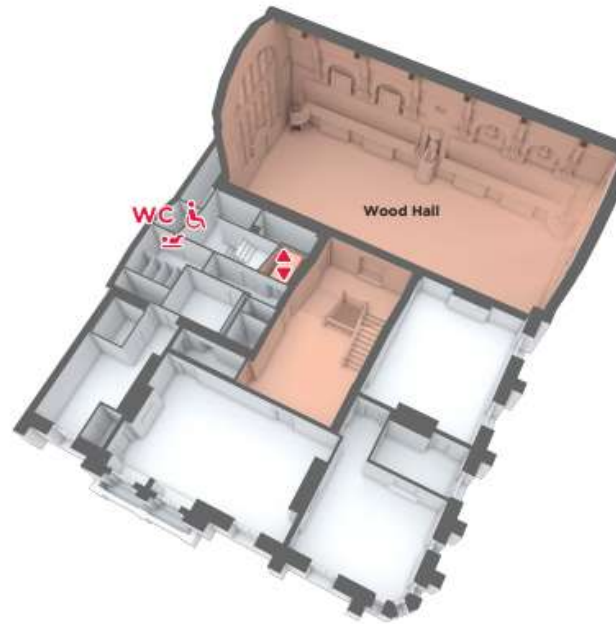


Ground Floor

Alan Reece Reading Room
5|Quarter
Lecture Theatre

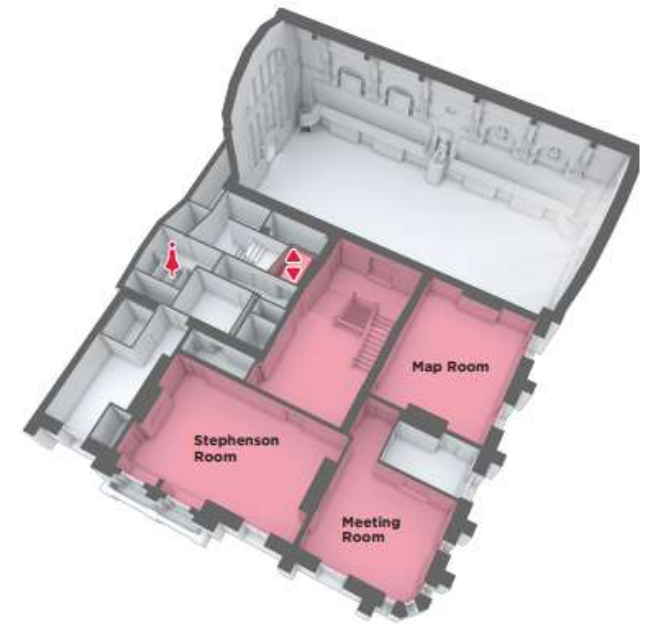
Key

- | | | | |
|----|----------------------|--|------------------------|
| WC | Inclusive Toilet | | Baby Changing Facility |
| | Accessible Toilet | | Lift |
| | Male / Female Toilet | | Entrance/Exit |



Floor M

Wood Hall



Floor 1

Map Room
Meeting Room
Stephenson Room



Staff

All staff members at The Common Room wear a lanyard that looks like this.

They will be happy to help if you need anything during your visit, or if you would like to ask them a question.



The 5|Quarter Café

Our café is located to the right of our accessible entrance. It isn't open everyday, so sometimes it is closed.

The café can be **busy**, and the coffee machine can be loud. You can **check the menu before** your visit on our website.



The Ground Floor

Our Foyer has lots of **seating**, and it's often **quiet**. From here you can reach the Café, The Reece Room and the Lecture Theatre.

To get to other floors, there is a staircase. There is also a **door to the lift**, and **male and female toilets**.



The Lift

Only the Ground Floor, Floor M and Floor 1 are for **public access**.

The buttons for Floor 3 and 4 only work with a special key.

Buttons are **tactile** with **brail numbers**. There is a **hand rail** inside the lift.

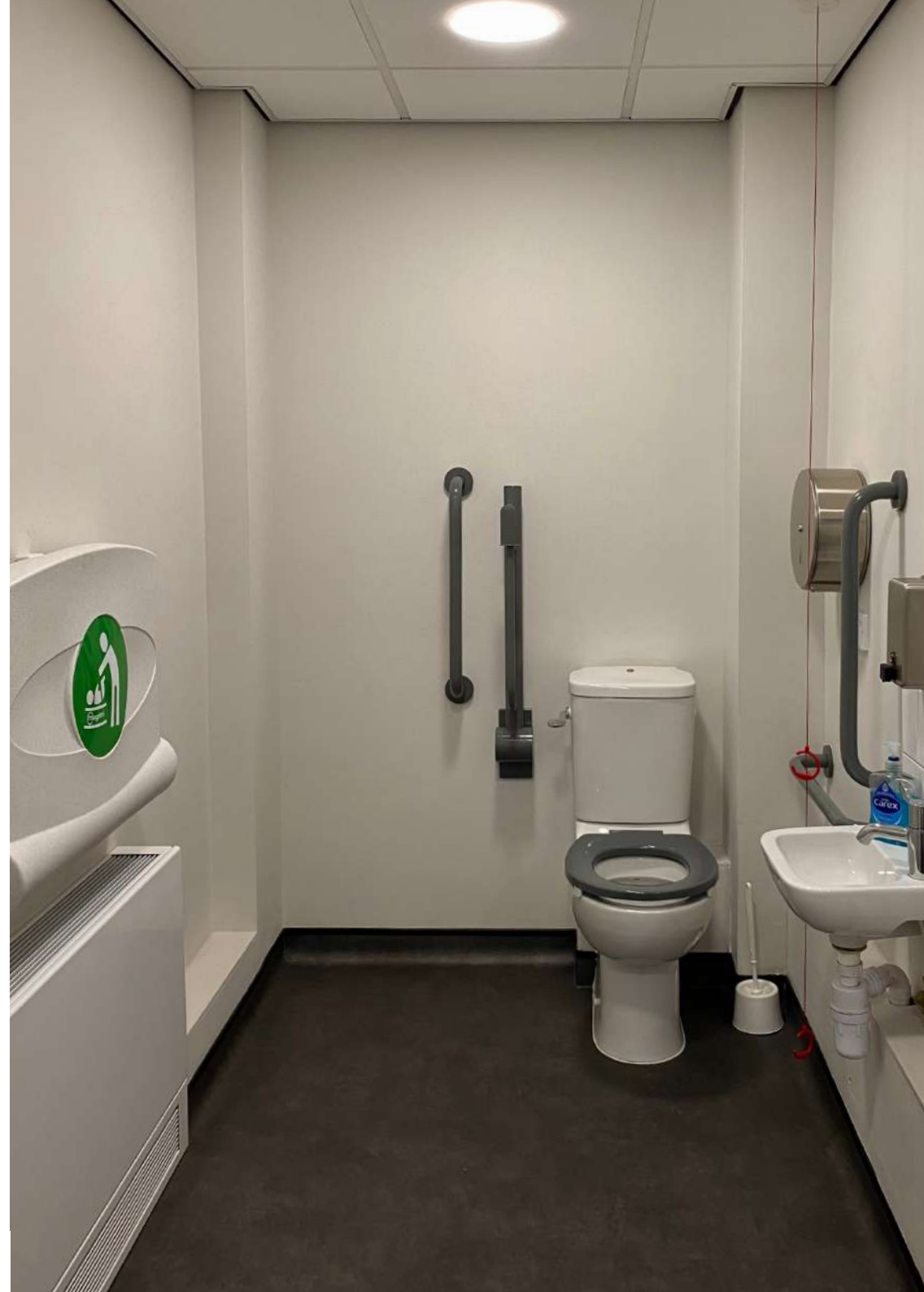


Toilets & Baby-Changing

We have toilets on every floor.

To get to our **accessible toilets** and **baby-changing facilities**, take **the lift to Floor M**, and **follow the signs** for 'Accessible Toilet'.

Hand-dryers can be **noisy**.



The Reece Room

The Reece Room is **often locked**. It is a **quiet** room where people study. Ask a member of staff if you would like some quiet time in here.

Food and drink are **not allowed** in this room, to ensure our old documents don't get damaged.



The Lecture Theatre

Access from the Foyer has double doors and **steps down** into the Lecture Theatre. **Level access** is via the door by the lift on Floor G. Ask a member of staff with a key to help you through.

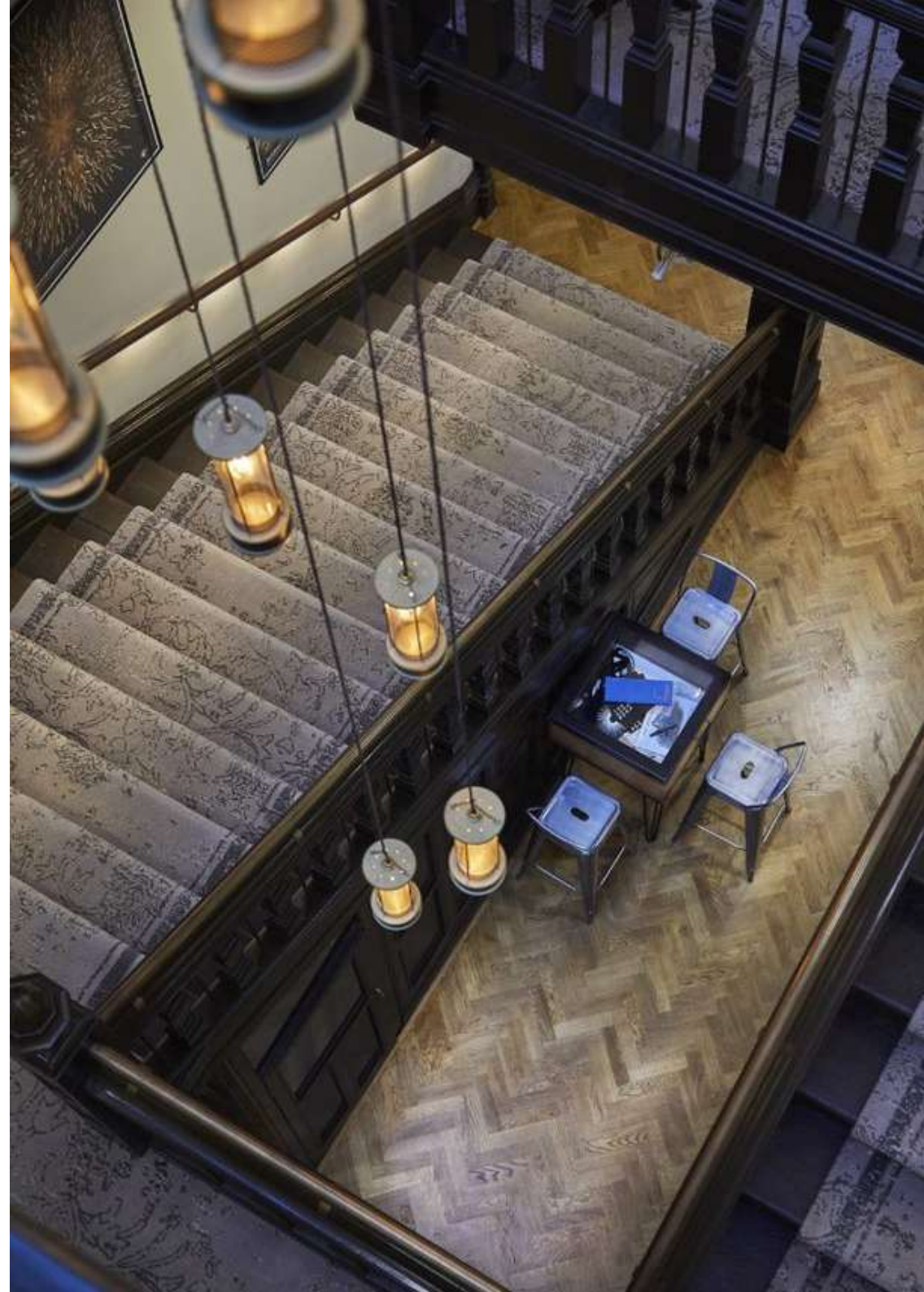
Some of our shows can be **noisy** with **low light levels**. This room has lots of seats, so it can be **busy**.



The Stairs

There are 18 steps between the Ground Floor and the Floor M landing area.

There are 10 steps between the Floor M landing area and Floor 1. The stairs are wide, with a **hand rail** on each side.



Exploring the Wood Hall

There are 2 steps into the Wood Hall from the Level M landing. **Level access** is via the lift to Floor M, then follow the signs for Wood Hall.

This is a big room, and it's **layout often changes**. It can get noisy and busy. There's lots to see, it's okay to take a break.

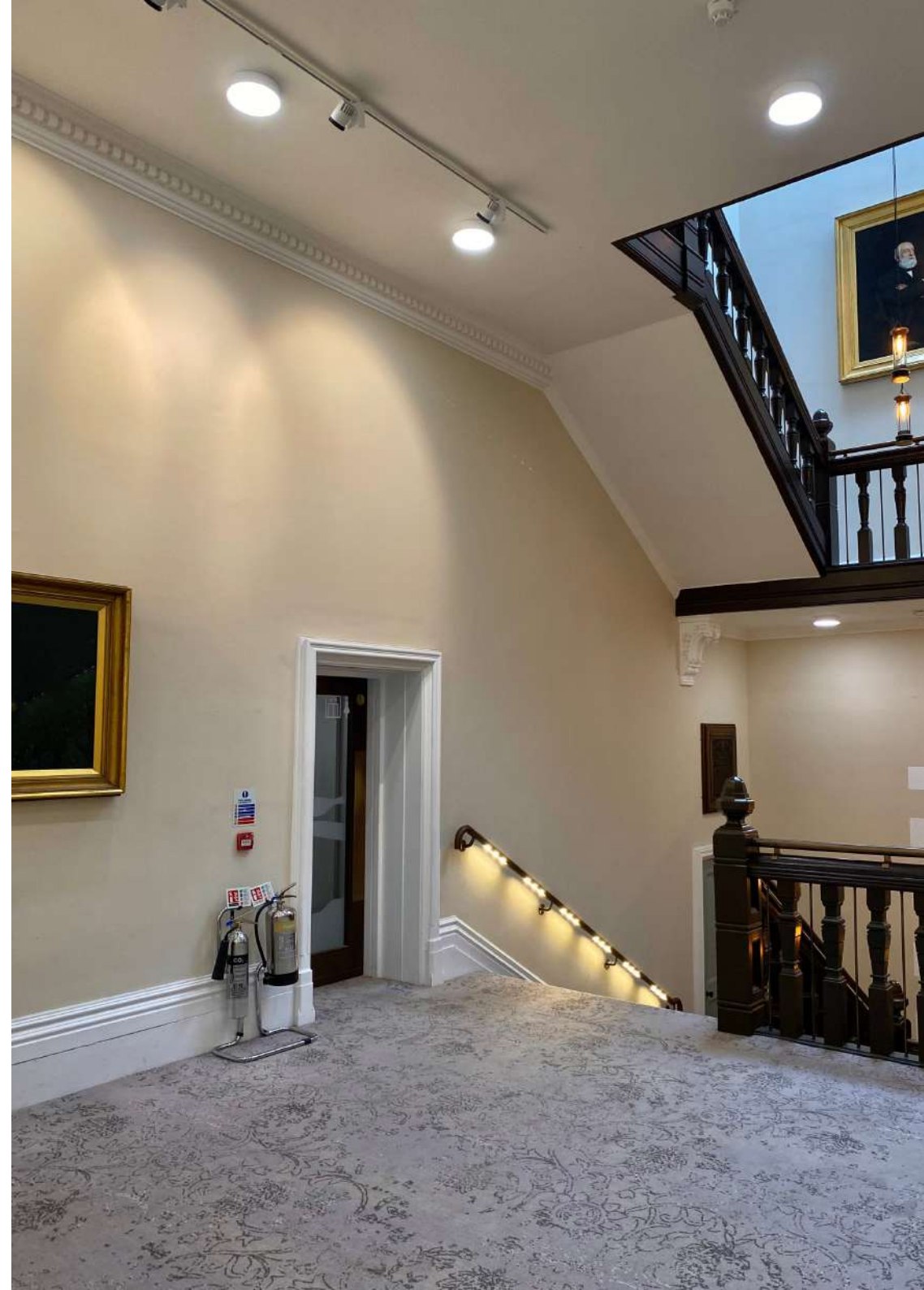


The First Floor

You can reach the Floor 1 landing via the lift or stairs.

From here you can reach the Map Room, the Meeting Room and the Stephenson Room.

There are **female toilets** on this floor.



The Map Room

This room is a workshop and exhibition space. We display old artefacts in here, it is important to be **careful** around them. We use **low lighting levels** in here, and **spotlights** are used on some information panels.

During exhibitions there are **seats** in this room where you can **take a break**. Some exhibitions have **background noise**.



The Stephenson Room

This room is a workshop and **activity** space. It can get busy, so it's okay to **take a break** outside or ask a member of staff for a quiet space.

There are lots of seats in this room, you are free to sit anywhere and **move around**.



Safety

In case of a fire, the fire alarm makes a **loud noise**.

A member of staff will help you out of the building, or to the refuge points.

Do not go back inside the building until a staff member says it is safe to do so.



Taking Breaks & Home Time

If you need to take or break or would like to go home, tell the adult that you are with.

A member of staff will help you to find a quiet spot to take break.



I hope to see
you again soon!

My Visit Checklist

This is what I will see or do (Write steps or draw pictures)	Done (Tick)

This is what I will see or do (Write steps or draw pictures)	Done (Tick)

This is what I will see or do (Write steps or draw pictures)	Done (Tick)