



Scouts

Basingstoke East

District Hub User Guide

Updated 9th October 2025

Welcome

Welcome to the Basingstoke East District Hub.

Our hub is the home of Scouting Basingstoke East with it not only being the base for our District HQ but a place for our volunteers to come together for meetings, workshops and training. It's also the home of Scout Shop Dispatch Facility, Kit Out, BEASTLY Storage and our Youth Workshop Space (including Radio Studio).

This guide has been put together to help answer any questions you may have for using the hub.

We hope you enjoy using our hub.

EMERGENCY WHILST USING THE HUB?

If you are currently using the hub and have an emergency, then please call us on **01256 592480**

This number is for urgent issues only and available during hub opening hours.



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Accessing the hub

Access to the building is via a fob entry. Each group has been issued a number of fobs, so please check with your GLV if you do not already have one. If you are unable to obtain a fob (or from outside Basingstoke East) then liaise with the team when booking.

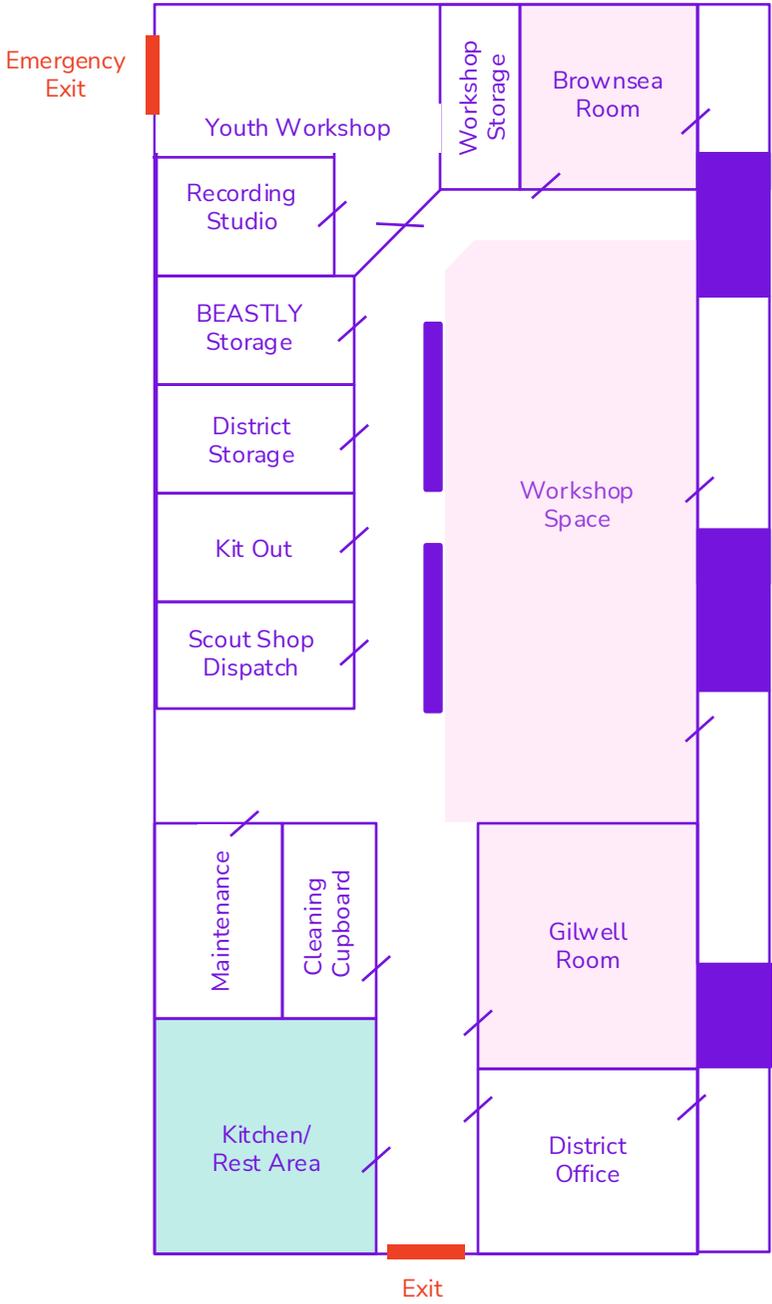
You will then need the key to our part of the building which is in a lockbox to the right of our entrance. Your booking confirmation will contain the codes required for this doors.

Please ensure when leaving the building you return the key to the lockbox so it is available for the next user.

Unfortunately, there are stairs required to access the building, and no lifts are available. Please contact us if you need further assistance or accessibility information.

Hub Layout

Area available to book
Available for all users



Facilities

Kitchen / Rest Area - This area is available for all users during their time in the hub. We provide tea and instant coffee which you can find within the kitchen and milk should be available within the fridge. There is a kettle available for smaller meetings and an urn for larger meetings. Please ensure this is switched off at the end of your visit.

There are also 2 coffee machines which you are welcome to bring your own pods for, 1 uses Nescafe, Dolce Gusto small pods and a Tassimo which uses the larger pods.

You are welcome to use the fridge during your visit but please do not leave things in the fridge as they will be disposed of. There is also a microwave available for use please be careful when handling hot food.

At the end of your visits in the hub please ensure that all washing up is in the dishwasher and if over half full please switch on the dishwasher using the instructions.

Toilets - Toilets are located within the main landing area of the building, just outside our entrance.

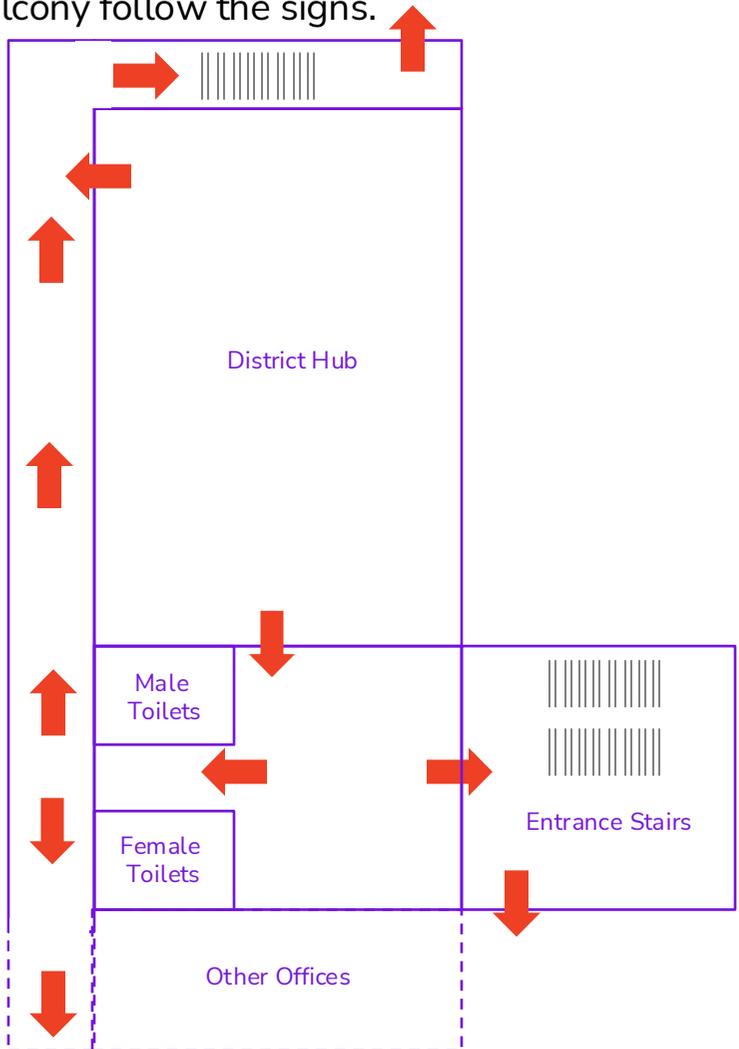
Wi-fi - The password for this can be found on any of the signs around the hub. You may connect personal and Scout devices to our wi-fi but please be aware that we may block content that we do not deem suitable.

Emergency Exits

There are two emergency exits from our Hub.

The first exit is via our main entrance. You can either turn left and go back down the entrance stairs or turn right and follow the exits.

The second exit is via the Youth workshop room. Once out on the balcony follow the signs.



Feedback/Issues/Suggestions

For non urgent issues along with feedback and suggestions please use our online form to let us know.

bescouts.org.uk/hubfeedback



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