

Use of the Toilet Facilities – Access by Match Captains - On match days only

If the main club house is unmanned The Tennis Club has provided one Key for access. This is for use **ONLY** during League matches and Tournaments.

When there is no League match or Tournament, Members may use the Clubhouse when it is manned. Facilities are available at Morrisons or Tesco at all other times. Members should not try to access the Club otherwise.

The KEY must not be copied.

The CODE must not be revealed to anyone else.

ACCESSING THE CLUB HOUSE

1. The KEY is attached to the usual padlock in the Green cabinet. It has some white cord on it that will be removed later. This will remind you, hopefully, that a new system is in place for the Alarm.
2. Authorised personnel will be advised verbally of the Code for the Alarm. Referred to as 'CODE'.
3. The KEY is used to ENTER the front door and UNLOCK the cupboard.
4. An audible alarm will sound. If it doesn't then the alarm is disabled – do nothing
5. Enter the reception and, use the KEY, to unlock the door to the ALARM CUPBOARD on your right. The door may stick, so you need to be moving smartly to enter and unlock the door in a timely manner.
6. Enter the CODE. The audible Alarm will stop. Press PART on the right hand side of the key pad
7. IMPORTANT NOTE - entering the Alarm disables the Alarm FOR THE WHOLE BUILDING. So, you must press PART - this then sets the Alarm for the areas other than the reception area. The reception area remains isolated and un-alarmed.
8. **Pull the cupboard door SHUT so that the door LOCKS.**
9. Exit the building and LOCK the outside door.
10. At the end of the match if the Club house has not been opened up for a function please **Rearm** the whole building by entering the CODE again and pressing FULL.

18 May 2019