

How to access the keys from the key safe:

1. The key safe is located on the front of the building below the light on the left hand side adjacent to the memorial bench.
2. Pull down the hinged weather cover from the top. This allows you to enter the combination on the key pad. **If it is after dark, you may need a torch to see the letters and numbers.**
3. Enter the combination in sequence as advised in your booking letter. Push each button once until it clicks. If you make a mistake, press the **clear** button down and re-enter the code.
4. When entered correctly, you will be able to turn the handle **CLOCKWISE** and the lid can be opened by hinging it down.
5. The hire keys are hanging inside on a hook. The **main key** opens the front door, kitchen, cloakroom and cleaner's cupboard. There is also a key to the meeting room. Replace the weather-proof cover during your hire period.
6. When you leave, check no-one is still in the building and lock any door you have opened. Check all lights are off and make sure the disabled toilet door is shut, otherwise the light stays on.
7. Post your hire fee in an envelope (with your name and date on it) in the **green letter box** in the lobby under the shelf. Leave the building by the front door, and raise the handle fully before locking it. Check it is secure.
8. Return the hire key to the key safe, close the lid and lock by rotating the handle **ANTI-CLOCKWISE UNTIL IT CLICKS**. Replace the weather-proof cover by rotating it upwards.
9. Please telephone the Bookings Secretary, Liz Buckley, on 01362 858333 if you have any problems.