



KEYCODE ACCESS: INSTRUCTIONS FOR REGULAR HALL USERS

We plan to introduce the new keypad access system with effect from Monday 30 May 2022.

ACCESS CODES

Regular users should all have received a personal confidential 4-digit access code by 23 May at the latest. Please let us know urgently if this is not the case, using the contact details at the bottom of this document.

The code is personal to you and should not be shared with anyone else without our specific written agreement. If you wish to arrange for someone else to have access on your behalf for any reason, please contact us to arrange a temporary code as necessary. If you suspect that your code is no longer confidential, please contact us for a new code at the earliest opportunity, and we will delete the old code.

KEY RETENTION

If you are a regular user and you hold a physical key for the front door, please hold on to this key for the first couple of weeks following the changeover. We will aim to collect any remaining keys toward the end of June, assuming all has gone well with the keypad introduction, and any key deposits will be returned. **However, please do not use the key during the period following 30 May – the only reason to retain the key in the short term is just in case someone else has used their key and locked the hall behind them by mistake.** (NB Please let us know if this is ever the case.)

HOW TO ACCESS THE HALL BY USING THE KEYPAD

All you need to do to access the hall is to enter the 4-digit code into the keypad. This will unlock the door and you will be able to enter. You will then need to disarm the intruder alarm as usual. The code for the intruder alarm has not been changed. Once the intruder alarm has been disarmed, the front door will remain unlocked and you will be able to enter and leave the building as required. If you wish to lock the front door while you event is taking place, you can do so by turning the catch on the door itself.

WHEN YOU ARE READY TO LEAVE

When you are ready to leave, enter the usual code into the intruder alarm and exit through the front door. The door should automatically shut behind you, but if necessary you can give it a helping hand. Wait for the alarm sounder to stop, and you should then immediately hear the magnetic lock engaging on the front door. Check that the hall is locked before leaving. **PLEASE DO NOT USE A KEY.**

CONTACT DETAILS IN THE EVENT OF PROBLEMS

Ken Jollans: 01452 700054 / 07596 142796

Susan Knox: 01452 700882 / 07817 232276

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