

Opening and Closing the Village Hall with Electronic Keys

The Village Hall is opened and closed with electronic keyfobs or codes. These also set and unset the alarm system. The key or code that has been assigned to you is specific for you and your events. It will allow you access for your event with a little time before and after the event to open and lock up. If you require access outside the booked times, please contact the Bookings Secretary to get your key or code enabled.



The first two photos show where the readers are, to the left of the front and side doors.

The third photo shows the detail of the key reader. When the building is locked, there will be three LEDs showing - green, yellow and red (as in the picture). However, once the building is unlocked there will be just a single green LED showing.

To open the building, touch your keyfob against the key reader or enter your key code. The LED light should change from showing all three LEDs to just the green LED. You may also hear the door bolt withdrawing. You may now enter the building. **If the keypad is showing a single green light when you arrive, then the Hall is already open. Do not touch your keyfob or enter your keycode or you will lock it again!**

To close and lock the building, first ensure **all** internal doors are shut, **all** windows closed and **all** lights switched off, including the toilet lights. If the air conditioning system is on, **please be sure to turn it off**. Make sure that the back door is shut and almost touching the stop at the top of the door.

Exit by the front door. Make quite sure that the front door is closed and level with the fixed front door. The front door does not always close properly, and it is important to line up the two doors before proceeding.

Touch your key fob against the key reader or enter your code. All three LEDs on the key reader should now be on. Check that the front door is bolted shut (it only bolts at the top, so some movement is to be expected at the bottom of the door). If the door opens, then touch your key fob against the key reader or enter your code to unset/unlock the door and try again to line up the door and lock it as before. **Once you are satisfied that the front door is locked, please go to the back door and check that the back door is also locked.**

The building is now secured and alarmed. When you have finished your hiring (and locked the doors if necessary), please return the key fob, if you have one, to the Bookings Secretary. **Please ensure the identification tag is still attached to the key, so we can see who has returned it.** We will refund your deposit, if applicable, as soon as we can. This will be much quicker if you furnish us with your bank details so that we can do this by BACS. Key codes will be inactivated automatically after the period of your hire.