

Melbourn Parish Council

Community Pavilion and Recreation Grounds

Instructions for Pavilion Users:

OPENING THE PAVILION

- The key safe is located on the wall near the entrance to the pavilion.
- The code for the key safe is **2089**.
- There are two keys in the key safe :
 - o One will access the security gate on the veranda **and** the main door to the Pavilion;
 - o The other is for the wooden emergency access gate in Little Hands car park. Please note: This gate **must** be unlocked when you are using the Pavilion.
- As soon as you open the main door, the alarm will start to beep. Key in the code '1957' and the alarm will stop.
- All internal doors should be unlocked. If not, a full set of keys is kept in a key box which is located in the boiler cupboard in the kitchen. The key box is unlocked and the keys are labelled.
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CLOSING THE PAVILION

- Before leaving the Pavilion, ensure all internal keys are returned to the key box in the boiler cupboard in the kitchen.
- Please switch off **all** internal and external lights.
- As you leave the Pavilion, key in the code '1957' and press the 'A' button to set the alarm.
- Immediately close and lock the main door.
- Ensure you lock the security gate on the veranda **and** the emergency access gate to Littlehands car park.
- Return the keys to the external key safe and ensure it is securely closed.

In the event of an emergency, please contact:

- The Parish Office (9am – 4pm Monday to Friday)
- Cllr Graham Clark 07899 651561