

Sutton Green Village Hall - Key Access

Registered Charity No. 305126

- The key can be collected from the “**secure key box**” located at the front of the Village Hall building on the right hand side. The access code will be issued to you within your booking confirmation email.
- Remove the outer rubber cover. Enter the 4 digit code and then press the open button, this will release the lock. The key can be found inside. Please close the front and put the outer cover back in place.
- Unlock and enter through the front door.
- To keep the door on the “latch” so that your members can enter freely, turn the door knob from the inside fully clockwise. Then push in the lock bolt on the side of the door and hold. Then turn the knob fully Anti-clockwise and this will hold the lock in place so that the door can be opened from the outside.
- To re-release the latch simply turn the knob clockwise again and the latch will pop out.
- After locking the Village Hall doors please remember to **return the key to the secure key box and press “C” to cancel the code and re-lock the box**. Replace the outer cover.

*** Please note failure to return the key may result in a deduction from your deposit for a replacement ***