**HOW TO OPEN THE KEY SAFE**

**Step One:** **Open the key storage compartment**. Pull down the black shutter door to reveal the dials and release button.

**Step Two:** **Rotate the dials** to the correct combination code you will have been given when booking the Hall. This code is confidential and for the hirer’s use only.

**Step Three:** **Press down on the release button** to open the door. This will drop forward and reveal the key you will need to open the door to the Village Hall.

**Step Four:** **Use the key** for opening the Hall. Please remember to keep it safe until you wish to return it.

**Step Five:** If you wish to retain the key while you use the Hall, close the key safe so that it does not jut out and cause a hazard - and please jumble the numbers for security reasons until you return the key (make sure you remember the code).

**Step Six:** **Lock the Hall door and return the key to the key safe.** When you are returning the key to the safe, please place it back inside the box. Then you will need to close the box and scramble the combination numbers to lock the box and conceal your combination. Please slide down the shutter door to conceal the combination dials.

**IMPORTANT:**

**The safekeeping of the key is the hirer’s responsibility. It must be securely returned to the key storage safe.**

In the event of any issues please email:

villagehallwestlavington@gmail.com or call 07546 166113