

PORLOCK PARISH COUNCIL COMMUNITY ROOM USER INFORMATION



Access

- The key safe code is **197**
- If the community hub is closed, then you will need to retrieve the key from the key safe outside the community room door.
- Retrieving the key - enter the code and then press the silver release button to access the key. Please note you will have to enter the code to close the key safe.

Alarm

- The alarm code is **2025**
- When unlocking the door, the alarm will start to sound with an intermittent sound.
- Enter the alarm code into the keypad and press tick.
- Instructions on how to unset and set the alarm are found by the control panel just inside the door on the right-hand side.

End of hire

- Once your event has finished, please make sure all taps are off, any rubbish is removed and put in the bins outside. If you have a large bag of rubbish, then please put this by the red wheelie bin around the back of the community hub.

Locking up

- If there is no one else using the community hub (library or office) then you will need to set the alarm.
- On exiting the community room enter the alarm code and turn off the lights and close and lock the door behind you.
- The alarm will make a single tone sound while it sets once complete it will end with a two-tone sound.
- Please make sure you return the key to the key safe.

Gates

- The gates to the Old School Centre have two coded padlocks.
- These are unlocked between the hours of 7am – 6pm seven days a week. If the community hub is not in use, then the gates will be set to pedestrian access only.
- If your hire period ends after 6pm then please ensure both gates are shut and locked when you leave.

Contact information

- If you have any issues during your hire and there are no Council staff on site, then please contact:

Andy Bamber – Porlock Parish Council Caretaker - 07968 763250
Mary Perkins – Porlock Community Library Officer – 07738 668749