

Procedure for Opening and Closing Clubhouse for Events/Rentals

Office will provide individual with a temporary alarm code and an access card specifically for the event

Entering the Clubhouse

1. Come in pool area with card that is on the Keys for Party and open either the men's or woman's outside restroom for entry. **(NO PERSON but the one responsible for the keys are to enter the area– Other than entry and leaving for the end – the pool is OFF LIMITS to the EVENT!)**
(Summer pool hours – this is not locked and should not be locked upon leaving)
2. Unlock the restroom door entering the Clubhouse.
3. Immediately upon opening the inner restroom door to the Clubhouse Main room, go to the panel and enter the temporary security code and then off (#1) to disarm the system.
4. Unbolt the front Clubhouse Door at the top.
5. Open door and unlock the main Clubhouse door.
At NO TIME should the pool door be unlocked or unbolted for events.
6. Unlock Kitchen if area is needed for event.

The AC may be adjusted to accommodate the event – but MUST be turned back to 76 prior to leaving.

Closing the Clubhouse

1. Turn AC to 76.
2. Lock Kitchen door
3. Ensure the pool bolt is in place.
4. Lock the Main Lock of the Front Clubhouse door from the outside. (You may want to have a person test to make sure it is locked from the outside.)
5. BOLT the top bolt of the main door.
6. Lock the Opposite Restroom doors from the Clubhouse into the restrooms. During Winter pool Hours, you must lock the outside restroom too.
7. Go to alarm panel and enter your temporary code and away (#2) to arm the system. You will have 45 seconds to enter the remaining unlocked restroom and lock the door. Have the key ready and lock the restroom door that is the one entering the Clubhouse.

Make sure doors from outside are locked and bolted at the top

Disarming (upon entry) ____ ____ ____ ____ 1

Arming Alarm (When leaving) ____ ____ ____ ____ 2

Make sure bathroom doors from CH to Restroom are locked