

ALSTONVILLE LEISURE AND ENTERTAINMENT CENTRE

42 Commercial Road
 Alstonville NSW 2477

Access and Departure Checklist

Please help keep our building safe and secure by completing the following checklist and signing off. This form should be returned to the drop box at the desk along with any keys you are returning.

| Access | |
|---|--|
| ENTERING THE BUILDING | |
| Enter through the main door | |
| Disarm the alarm panel with the security code provided with your keys for the areas you are using. (Do not enter areas that are not hired as it will set off alarms and a call out fee will be charged) | |
| Turn on lights. Foyer located on the wall near the reception desk, Sports Hall on left hand side inside entrance and Multi-Purpose Hall on right hand side inside entrance | |
| Access furniture and equipment from storage areas at the rear of the Multi-Purpose Hall, or at store room the near the fire exit in the Sports Hall. | |
| Pack up tasks Complete ✓ | |
| INSIDE SPORTS HALL AND MEETING ROOMS | |
| Wipe down all the tables before packing away into the store room | |
| Put all equipment and furniture neatly back in store room | |
| Ensure all chairs are stacked in towers of 20 chairs only | |
| Turn off air conditioning and all lights | |
| Remove all personal belongings from the public building | |
| Close and lock all doors securely | |
| Close all windows securely | |
| Ensure room is left clean and tidy | |
| Close fire doors onto courtyard securely | |
| RUBBISH | |
| Ensure all rubbish is placed into the bins provided | |
| Please do not leave rubbish on the carpet | |
| EXITING THE BUILDING | |
| Rearm the intruder alarm by typing in the code 1919 and selecting "ON" then, "OK" | |
| Ensure the front door has been closed and locked | |
| Sign and return this form with keys to the library drop box on the outside of the building, left of the main entrance. | |

There is space on the back of this checklist if you wish to leave more detailed comments.

I confirm that I have completed the above security checklist and have left the building secure.

Booking Name _____ Date Hired _____

Name _____ Signature _____ Date _____

CONTACTS

Community Facilities: 02 6687 6791 | Global Monitoring After Hours Security Service Ph: 02 6626 6960
 Ballina Police Ph: 02 6681 8699 | Emergency Services Police, Fire or Ambulance Ph: 000

