

## VENUE ACCESS INFORMATION FOR CHILDREN'S AREA AND HEALTH CARE OFFICE

<b>Administration Hours:</b>	8.30 am to 4.30 pm, Monday to Friday
<b>Accessible Hours:</b>	6 am to 11 pm, Sunday to Thursday 6 am to 12 midnight, Friday to Saturday
<b>Method of Entry:</b>	Electronic Fob and BSC Security Key
<b>Replacement Fee (if lost):</b>	\$50.00
<b>Procedure:</b>	Please adhere to the following directions to access the centre for your event hire.

1. Please note the procedure listed on the previous page under '*Lennox Community Centre – Park Lane Theatre, Activity and Meeting Rooms*'. Those procedures apply should you need to access the centre's foyer and foyer toilets, or if your booking incorporates a combination of both meeting rooms/Park Lane Theatre and the Children's Area/Health Care Office.
2. Users of the Children's Area will also be issued with a BSC Security Key. This key is required to gain entry to the Children's Area building within the larger LCC complex.
3. Entry to the building is via the Children's Area foyer door, located on the western side of the building (not the sliding door).
4. Unlock the foyer door and enter the foyer. On your immediate left is a small alarm panel. Insert your security key into the alarm panel and turn the key to the 'OFF' position. Remove the key so you can use it to access the other areas of the building you require.

**Note: If the key panel is already in the 'OFF' position, insert your key and turn it 'ON' and 'OFF' again quickly. This will ensure any auto-alarms have been disabled, even if a prior user has not alarmed it manually.**

5. Upon leaving, lock the internal doors within the Children's Area, close and lock all windows and turn off the lights before preparing to leave.
6. When ready to leave the building, place the security key into the alarm panel again and turn the key to the 'ON' position. Remove the key from the alarm panel, exit the door and lock it immediately.
7. Your electronic fobs and security key should then be deposited in the Lennox Head Library after hours Book Return Shute, located on the blue wall to the right of the Mackney Lane foyer doors (when standing outside) or be returned to the centre on the next working day.
8. Any fobs lost, damaged or not promptly returned will be charged an additional \$50.00 fee.
9. Report any lost fobs **immediately** to Council or the centre staff.
10. For after-hours emergencies contact Ballina Shire Council Emergency After Hours: 02 6626 6954  
After hours damage to building report to Built Assets on call: 0428 864 445  
After hours electrical breakdowns: 0428 865 029  
Alarms – CAV Security: 1300 44 10 44