

Door Entry System

Alloway Church Halls, Auld Nick's View, Alloway KA7 4RT

1 A new electronic door entry system is now in operation for users of the Halls.

2 Entry to the Halls is only permitted via the rear door (from the car park) using a key fob which will be individually programmed to allow access to the Halls for the agreed day and times of 'let'.

3 For the avoidance of doubt, access is no longer be available via the front door. *(In the event that large items need to be brought in via the front door permission should be sought from the Halls Convener, Mrs Jean Kerr, on 01292 441899.)*

4 A key fob for rear door access will be provided to a named Leader who will be required to sign a form of acknowledgement (copy attached) confirming:

- receipt of a key fob,
- the date and times required for 'let', and
- acceptance of personal responsibility for admissions in terms of Licence Agreement, Safeguarding and COVID-19 requirements.

5 It is essential that Leaders check that the rear door is closed once all group members have gained access. Once closed, the rear door will lock automatically to prevent unauthorised access. Under no circumstances should the rear door be left open and unattended.

6 To exit the halls there is a push to exit button on the inside wall next to the rear door.

NB At the same location there is a Green Break Glass detector for use in the event of an emergency. This is operated by snapping the glass element by pressing on its centre. This will immediately release the door locking system.

7 If a key fob is lost the holder should immediately advise the Halls Convener, Mrs Jean Kerr, on 01292 441899. A replacement key fob will be provided following the payment of £20.00 (cheques should be made payable to Alloway Parish Church).