



Clubhouse access rules and guidelines

For the 2026 season, you will have the codes to the clubhouse security gates and doors. This is to enable you to make use of the toilets, changing rooms and kitchen when:

- Hosting members from other clubs, such as during external competitions;
- Maintaining the green and carrying out other authorised work around the clubhouse; and
- Using the green for roll-ups and practice.

In doing so, you are required to comply with and observe the following:

1. On entering the clubhouse via the main door:
 - a) Perform a quick check to ensure there are no issues or signs of damage or intruders. Do not enter if anything looks suspicious.
 - b) Ensure that the codes on the padlocks are scrambled to prevent visitors seeing them.
2. If you are hosting visitors, the fire exit at the equipment shed end of the clubhouse must also be opened. The security grille from the outside and the fire door from the inside. Scramble the padlock codes.
3. If there is a prior booking of the clubhouse, the toilets must only be accessed via the fire escape. The same applies to the kitchen, although this must not be used if it is already being used by the hirer.
4. If that prior booking includes children under the age of 18, you must not use the toilet without first having notified the adult in charge of the booking. The kitchen must not be used in these instances.
5. The security grille and door leading to the car park must not be opened.
6. The kitchen is only to be used for the making of hot and cold drinks. Bottles of squash and water, plus tea/coffee are kept in the kitchen for your use. If making a hot drink, use the kettle and not the boiler. Please make a contribution to the honesty box. Also note that milk is not available.
7. On leaving the kitchen:
 - a) Make sure it is clean and tidy and that all cups etc have been washed and returned to their locations
 - b) The kettle, if used, is unplugged.
 - c) The taps are off.
 - d) The door is closed.
8. On leaving the clubhouse ensure:
 - a) It is clean and tidy.
 - b) The toilets are clean and tidy, with taps turned off.
 - c) All windows are closed.
 - d) All lights and appliances are switched off (please do not use the wall or ceiling heaters)
 - e) The fire door is closed from the inside and the security grille is closed and locked from the outside. Scramble the code.
 - f) The changing rooms, if used, are closed and the keys returned. The keys can be found in the key cupboard next to the main door.
 - g) The main door key pad lock is latched.
 - h) The main door security grille is closed and locked. Scramble the code.

Notes:

- Report any issues to the Club Steward, Carol Baker - 07470 783316
- Access to the bar is restricted. The code is not provided to members.
- Members are not provided with a key to the car park entrance gate. Please contact a member of the Committee if access is required.