



St Christopher's Basketball Club Inc

Training @ Keilor Heights Primary School

Permitted Areas and Security

- We are only allowed to use the court area and toilets in the breezeway (not the toilets in the Gym).
- The basketball court has an alarm which is activated/deactivated by the black tag on the key ring
- The key to open the basketball court is to be picked up and returned to letterbox address given at the start of the season. If the key is not in the letterbox, check if the other team has picked up the key or knock on the door and check.
- The key opens the school access gate, stadium entrance doors, and gate to the toilets. This key is also used to turn the lights on. The black tag on the key ring is to activate/deactivate the alarm.

Air conditioning

Refrigerated air-conditioning is installed and is set to go on when the gym reaches a certain temperature during defined hours (automatically shuts off at 5pm). To work effectively, the doors need to be shut. There is no manual controller in the gym for the air conditioning.

Responsibilities

- The key must be returned to the key switch while teams are training so that it does not get misplaced. If you lose the key, you will be required to pay for a replacement and for any changes to the actual lock and alarm deemed necessary.
- Report any damage or accidents during use of the hall to the club contacts listed below.
- Court areas are to be left clean and tidy after each training session.
- The last team to leave must ensure the lights are turned off (do not turn the key beyond the off point), alarm is activated, the hall door and gates are secured and locked, and the key is returned to the advised letterbox.
- There may be times when earlier or later training sessions are cancelled and the responsibility to open or close the venue will become the responsibility of a team that does not normally open or close the venue.
- If your team normally opens/closes the venue and your training is cancelled, let other impacted teams know they will need to pick up/drop off the key and open/close the venue.
- The teams that share the first/last training session on a night need to work out an arrangement for picking up / securing the premises and returning the key to the advised letterbox each week.

Notes:

- If you want to vary your training time, you **must** contact the training venue coordinator even if there is no team training before or after your team.
- Wait outside the court area until your training time has started, and the other team has vacated.
- When your training time is up, leave the court promptly and finish any discussions outside.
- The key can only be **removed** from the key switch when in the **vertical** position (12-6). The key is to be kept in the key switch during training, so it is not misplaced.
- Smoking is prohibited on the school premises and grounds. If parents need to smoke while their children are training, they must go outside the school grounds.
- No animals are allowed in the hall or on the school premises.

Club Contacts

If you have any problems and need assistance locking up or activating the alarm, please contact: **Jane Markesich** on **0468 653 049**.

Opening the hall

The key opens the school access gate, stadium entrance doors, and gate to the toilets and is also used to turn the lights on. The black tag on the key ring is to activate/deactivate the alarm.

1. Collect the key from the letterbox
2. Unlock the main door of the stadium
3. Proceed to the alarm control panel (located on the left wall inside the foyer of the hall) and if the alarm has a:
 - **Red** light, it is activated, swipe the black tag over the alarm pad to deactivate it
 - **Green** light then the alarm is **not** activated, you do not need to take any action
4. Turn on the lights (if required); see Operating the lights
5. The key must remain in the key switch during training to ensure that it is not misplaced.

Operating the lights

A key switch is located on the side of the main switchboard in the stadium. Do **not** open the switchboard or touch any switches.

- **Turn the lights on:** Insert the key and turn it clockwise to the ON position.
- **Turn the lights off:** Turn the key anti-clockwise past the vertical to the off position and then back to the vertical position and remove the key.



Accessing the toilets (if required) - do NOT leave the toilets open during training

The toilets are usually locked after 6pm by the cleaner.

1. Go to the key switch, turn the key anti-clockwise back to the **vertical** position and remove the key.
2. Unlock the padlock on the toilet gates, when you have finished using the toilet, lock the gate; and
3. Return the key and reinsert back into the key switch (the key should remain here throughout training so that it is accessible and to ensure it does not get misplaced).

Locking the hall

When your training is finished, if no other teams have arrived then you **must lock up the venue.**

1. Collect anything that has been left behind and pick up any rubbish and place in bins.
2. Ensure the rear doors (with the steel bar) are locked.
3. Turn the lights off and remove the key (see operating the lights), close the sliding door (do not worry about locking this door).
4. Activate the alarm (light glows **red**) by swiping the tag over the pad. You have approx. 1 min to exit. Lock the front door.
5. Ensure that toilets are left in a satisfactory condition and lock the gate to the toilets.
6. Lock the school access gate (opens onto Ronald Avenue), the padlock needs to be locked onto the padlock on the fence post. This is so that in an emergency, the Dept. of Education Security can open their padlock on the gate with their key; and
7. Return the key to the advised letterbox.

