
 SAMLESBURY 
WAR MEMORIAL HALL

DOOR LOCKING SYSTEM

You will be supplied with a unique door code 24 hours before your booking and will only last for the duration of your booking.

ENTRY PROCEDURE USING THE MAIN DOOR ON THE SIDE OF THE HALL -

- The door code access keypad is to the left of the door
- Enter your unique door code to unlock the door
- Open the door and enter. To the right is a key on a chain
- In the 'ON' position the door locked is active preventing entry from outside
- Turn the key to 'OFF' to deactivate the lock to allow free entry & exit
- When the door is locked 'ON' to exit from inside press the green button

EXIT PROCEDURE -

- When leaving the building please ensure the key is in the 'ON' position
- Please check the door is locked behind you on your final exit

It is your responsibility under your terms of your hire to ensure that the door is locked, all windows are closed, all lights are off and that the building is secure.