

From: Mapua Bookings [mailto:mapuabookings@gmail.com]
Sent: Wednesday, 17 January 2018 10:22 AM
To: Megan Grove-Roberts <mapuabookings@gmail.com>
Subject: KEY LOCK BOX

Good Morning & Happy New Year!

Some of you may have noticed we've installed a new key lock box on the wooden pole directly outside the front doors of the hall at the end of last year.

After much discussion about issues with keys going missing from Perry's (NPD Gas station) we've made the decision to trial a new system.

The lock box contains a front door key for our regular users to access the hall rather than holding a key or having to go to the gas station to retrieve one.

Starting from your next class/session here at the hall we would like you to start using this system. IF you hold a key please return it through the front mail box slot on the front wall of the hall and it will be signed off and your key bond refunded if you have paid one.

IF you use the gas station for your key, please start using the lock box instead.

(Those of you that need the projector desk/Sound system cupboard key will still need to get that from Perry's.) (IF you hold a projector desk key, please keep hold of it)

Instructions:

Flip the front cover down, enter the 4 digit code using the number wheels then squeeze the buttons either side of the lock box to open and retrieve the key. Once finished and the front door is locked, please put the key back in, scramble the lock and shut the cover.

IF there are multiple users in the hall and the key isn't in the lock box then it should be returned to the box by whoever is leaving, so the last one to leave can get it out again to lock up. (Hope that makes sense!)

THE CODE IS: *Issued to all users including MDCA Exec.*

I hope this system works well and is suitable for everyone, please let me know if you have any questions.

kindest Regards
Megan Grove-Roberts

Hall Coordinator
Mapua Hall Society
72 Aranui Road, Mapua.
Ph: (03) 540 2330
mapuabookings@gmail.com
www.mapuahall.org