

## **How to Open & Close**

Each member is issued with a unique membership card which serves many purposes, the first of which is to allow access to the Club between the hours of 6am – 1am. It is a door entry key card and records entry to the building. This card is for use solely by the member and to give or loan their card to anyone else is deemed to be a serious breach of security.

### **If you are the last person in the Club, please ensure the following:**

1. Upstairs - close all windows and turn off all lights.
2. Bar / Adler Room - turn off all lights / music system / radio, close window shutters and pull down the blinds. Please leave all the glasses for washing up in the front sink by the bar to minimise untidiness for other members.
3. Snooker Room - cover the table, put cues away and turn off lights.
4. Reading Room - ensure the door to the back garden is securely bolted, the blind pulled down and the shutters closed. If the fire has been lit in the Reading Room, please ensure that it is safe.
5. Reception - turn off the desk lamp and lights, some are on sensors, check the toilets and sign out. Make sure the main door is off the latch and securely closed.

Thank you!