

MCRN Meeting Room After Hours Instructions

While MCRN has restricted office hours, the building in which the MCRN Meeting Room is located is open between 9am and 5pm Mondays to Fridays during school terms when the Family Day Care Centre is operating.

For MCRN Meeting Room bookings which start and/or end outside these hours, the hirer will need to manage access arrangements that ensure the security of the building.

A key can be collected from the MCRN Office in person or from the key safe located at the front of the building to the right of the main doors.

To organise key collection please call 0408 249 044 between 9am and 12pm on a Monday, Wednesday or Thursday at least one week prior to the meeting.

Upon Arrival

If collecting the key from the key safe, enter the code provided into the key safe located on the wall to the right of the building entrance. (See building diagram on next page.) Please close up the key safe after extracting the key and complete the collection details in the MCRN Key Register which should be hanging from the key safe.

The key will open the main front door, and all subsequent doors through to the MCRN Meeting Room. Generally, only the main doors and door 2 (see diagram) will be locked. The MCRN Meeting Room is not locked.

After entering the main front door, the light switch is located on the side of the white metal metering board. (Between the front door and the foyer door (door 1.)

Upon entering the foyer the hirer must disarm the alarm system by entering the code provided into the unit located on the right and selecting "OFF". (The alarm system is on the wall beside the entrance to the Family Day Care office.)

The hirer will now have access to the MCRN Meeting Room and the toilets. (The accessible areas are shaded in the building diagram.)

Please do not allow any meeting attendees to go down the stairs beside the meeting room as this area will still be alarmed.

Upon Exit

Please turn off any lights, heaters, etc. in the MCRN Meeting Room, lock door 2, enter the alarm code into the unit and select "ON", then promptly exit the building locking the main front door behind you.

The key should be left in the key safe and the numbers scrambled before closing it up, or, returned to the MCRN Office at a prearranged time. If returning the key to the key safe, please complete the return details in the MCRN Key Register before leaving.

