



Gilberdyke War Memorial Hall

A Community Resource

Charity Number 525023

Access to the Hall – User Groups with a Fob

The use of Smart locking will help to protect the hall and reduce the administration overheads & costs of handling keys, plus reducing security concerns for lost and missing keys.

Key Fob

A key fob has been assigned to you and allows access to the hall front door at the times which are scheduled for your booking.

PLEASE KEEP IT SAFE – There is a £5 reissue fee for lost fobs.



Using the Fob to Open

Think of the fob like a contactless credit card, instead of inserting the key into the lock, you “offer up” the fob to the sensor of the lock. As shown



As you offer the fob to the lock, the light will turn GREEN and the lock will BEEP. You are then able to turn the lock (anti-clockwise as you would a key) to open the locking mechanism. (Note: you have 15 seconds to do this, otherwise you will need to offer up the fob again)

Then use the handle to open the door and gain entry.

Using the Fob to Close

When you wish to exit the hall and lock up, again present the fob to the lock, the light will turn GREEN and the lock will BEEP. You are then able to turn the lock (clockwise as you would a key) to close the locking mechanism. (Note: you have 15 seconds to do this, otherwise you will need to offer up the fob again)

Please check the door is locked via the handle to confirm the hall is secured. Leaving the hall unsecured may result in a fine.



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Access to the Hall – Private Bookings

To gain access to the hall, please use the instructions below on the main door. Smart locking helps secure the hall and reduce the admin overhead of using keys.

PIN Code

As part of the online booking process you will be sent a PIN code (by email or SMS) to allow you to gain access to the hall between the times you have booked. **If you wish to amend your booking please let us know.**



Enter the PIN code on the number pad and then press the  key to finish.

Using the PIN to Open



As you enter the PIN code and BELL/# key, the light on the lock will turn GREEN and the lock will BEEP. You are then able to turn the lock (anti-clockwise as you would a key) to open the locking mechanism. (Note: you have 15 seconds to do this, otherwise you will need to enter the PIN again)

Then use the handle to open the door and gain entry.

Using the PIN to Close

When you wish to exit the hall and lock up, again enter the PIN code and BELL/# key, the light on the lock will turn GREEN and the lock will BEEP. You are then able to turn the lock (clockwise as you would a key) to close the locking mechanism. (Note: you have 15 seconds to do this, otherwise you will need enter the PIN again)

Please check the door is locked via the handle to confirm the hall is secured. Leaving the hall unsecured may result in a fine.

At the end of your session, please have a quick check round to;

- Make sure doors and windows are closed;
- Any cups/plates used in the kitchen are washed and put away;
- Any rubbish is placed in the bins provided;
- Lights are turned off (where applicable).

 **Problems? Contact the hall on 07988 135518** 



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Access to the Hall – Rear Door

To gain access to the hall, please use the instructions below on the Rear door. Smart locking helps secure the hall and reduce the admin overhead of using keys.

Lock Box – Private Bookings

As part of the online booking process you will be sent a PIN code (by email or SMS) to allow you to gain access to the hall between the times you have booked. **If you wish to amend your booking please let us know.**



Enter the PIN code on the number pad and then press the # key to finish. the light on the lock will turn GREEN and the lock will BEEP.

Open the lock box and remove the key (Note: you have 15 seconds to do this, otherwise you will need enter the PIN again)

Close and secure the Lock Box

Lock Box - User Groups with a Fob

Think of the fob like a contactless credit card, instead of inserting the key into the lock, you “offer up” the fob to the sensor of the lock. the light on the lock will turn GREEN and the lock will BEEP. Open the lock box and remove the key (Note: you have 15 seconds to do this, otherwise you will need offer up the fob again)



Using the Key to Open

The key is on a sprung chain. Use the key as normal to open the lock. Return the key to the box and push to close it.


Using the key to Close

When you wish to exit the hall, lock the door as normal, again enter the PIN code and BELL/# key, or offer up the fob. The light on the lock will turn GREEN and the lock will BEEP. You are then able to open the lock box and use the key to lock up. (Note: you have 15 seconds to do this, otherwise you will need enter the PIN or offer up the fob again) Replace the key and secure the Lock Box.

Please check the door is locked via the handle to confirm the hall is secured. Leaving the hall unsecured or not returning the key to the box may result in a fine.

At the end of your session, please have a quick check round to;

- Make sure doors and windows are closed;
- Any cups/plates used in the kitchen are washed and put away;
- Any rubbish is placed in the bins provided;
- Lights are turned off (where applicable).

 **Problems? Contact the hall on 07988 135518** 