


**Oakley Village Hall**  
**Key Access for Regular Users**  
**May 2023**

From 25<sup>th</sup> April 2023, you will have a new way of getting the key for the front door of the village hall. Keith will no longer be booking secretary nor providing the key for access – please allow him to enjoy his well-deserved retirement.

An eSafe Key Box is installed on the front of the village hall which contains the key for the front door. On confirmation of your booking, you will be sent an access code for the box. This code has been set up for the day and time of your booking – it won't work at other times.

### **How to use the key box**

- 1) Enter your 6 digit code
- 2) Press the  button (middle at the bottom of the numbers)
- 3) Open the key box and remove one key (there may be multiple copies of the key in the box – please only take one and leave the other there).

Note, this is the same process to open the key box and then to re-open it to return the key to the box at the end of your booking.

### **FAQ's.**

- Why won't the key box open?
  - o Are you within your "usual" booking window? If not, then wait until your booking start time and the key box will work.
  - o Make sure you are using the right code for the right club.
  - o If issues persist, hold the keyhole button for 10 seconds.
- Why can't I have the same code for my regular bookings and any additional one-off bookings my group makes?
  - o Unfortunately, the system only allows a code to be used for either a recurring booking or a one-off, not both.
- What do I do with the key after my booking?
  - o Please open the key box (with your code) and return the key as you found it.
- What do I do if I have a problem?
  - o Contact: Bill Slade, Booking Secretary on [oakleyvillagehallbookings@gmail.com](mailto:oakleyvillagehallbookings@gmail.com) or on 07879 698024 if urgent help is needed.