



## Kittyhawk Key Monitor Instructions

January, 2025

KEY MONITORS – Do not divulge the keybox code to anyone, for any reason.

We are lucky to have this venue and we want to ensure that we continue to be the best tenants possible.

Please wear indoor court shoes. Indoor shoes are shoes that you did not wear to the venue.

Our hall rental contract includes a clause that allows our landlord to bill us extra if our heating costs get out of hand. The hall has an old oil furnace and is expensive to heat. If we walk out and forget to turn the heat down, we are going to quickly incur additional charges. It is the job of the key monitor to make sure the heat is set to back to **12** upon leaving. But it's important enough that we should all help and double check – just in case.

Upon arrival if chairs are lining the side wall and need stacking, please stack them in the hall area on the southeast side of the building (outside of the woman's washroom). Right behind the fixed closed door & beside the training room door is perfect. They should be stacked safely, not too tall, and not block any doorways. If more space is needed, stairs can also be stacked inside the other hall (south westside of the building) Again, do not block any doorways. No chairs should be stacked in the hallway at the men's bathroom.

If chairs are stacked correctly, they can be left stacked when we leave.

## **OTHER IMPORTANT POINTS**

**KEY MONITORS MUST NEVER DIVULGE THE KEYBOX CODE TO ANY CLUB MEMBER.**

**KEY MONITORS MUST NOT TRAIN CLUB MEMBERS TO ACT AS KEY MONITOR UNLESS DIRECTED TO DO SO BY A BOARD MEMBER or PATRICIA.**

- 1 Heat should not be turned up over 15, this isn't your living room, please keep the hall cool and comfortable for play.
- 2 Heat should be turned down to 12 when you leave.
- 3 Do not open the back door. **PERIOD.** If it's too hot, be more mindful with your heat setting next time. For security, the back door is not to be propped open - ever.
- 4 Cover the trophy case with the provided coverings and don't forget to uncover and store after play.
- 5 Avoid hitting the walls with the ball and do not purposely bounce balls against the walls. The building is old and the walls may or may not contain asbestos and lead paint, it's important that it is left undisturbed until the Squadron has raised the funds from us to refurbish!

- 6 Try to bring your own drinking water! But if you run short you are welcome to use the bottled water at the front door. Note that the water is from the municipal water supply collected offsite and is provided so that no one has to drink water from the old building pipes. If we see an empty bottle and live close by, we are encouraged to grab it and return it full from time to time in order to help out.
- 7 Nets must always be taken down and stored away with the balls and ball boxes, unless there has been an Event Chat announcement specifically stating otherwise, or if another group has come in behind you.
- 8 Please remember to turn down the heat, turn off lights, roll out the door mat and double check that the door is locked as you leave.

The appointed key monitor is responsible for all of these things but it's not a paid position so we should all be pitching in to ensure a fast and easy closing!

