

INSTRUCTIONS FOR PERSONS USING OXTED LAWN TENNIS CLUB

1. Important Contact Numbers

- a. Chairman – Pammy McNaughton - 07866 777785
- b. Welfare Officer – Mandy Burr – 07923 551554
- c. Police 999 or for non-emergencies 101

2. The clubhouse is entirely **No Smoking** – *the club has:* -

- a. 1 dry powder fire extinguisher (in the clubhouse) –
..... *suitable for general and electrical risks*
- b. 1 fire blanket (in the kitchen)

3. Persons using the courts / clubhouse will:

- i. endeavour to prevent damage, waste or unsafe behaviour by other users.
- ii. note any obvious damage or deficiencies and report to the Chairman – Pammy 07866 777785

4. Persons, when leaving the courts, will:

- i. ensure that the kitchen has been left clean and tidy and any foodstuffs or utensils have been put away (to prevent rodents)
- ii. ensure that the clubroom, toilet and external areas have been left tidy, and any mess has been cleaned up
- iii. turn off electrical appliances
- iv. turn off kettle
- v. ensure that taps are turned off
- vi. close and secure windows
- vii. ensure that all lights are off
- viii. lock the clubhouse exit door
- ix. lock the gate to the tennis area.