

INSTRUCTIONS FOR PERSONS USING OXTED LAWN TENNIS CLUB

1. Important Contact Numbers

- a. Chair – Pammy McNaughton - 07866 777785**
- b. Welfare Officer – Kate York – 07941 267167**
- 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.**