



## Security Instructions

Once your party is over and the Club Room, Kitchen, Lobby and Bathrooms are cleaned:

1. Lock the party room door.
2. Lock the knob on the kitchen door and put the key back in the lock box that hangs on the kitchen door. (The combination for the lock box will be the current month and year, i.e. 1209)
3. Close the kitchen door and walk to the key pad on the left side of the front door.
4. The key pad reads: "Clubhouse Ready" – press the COMMAND button and then the number #1 button- the key pad will then begin to count down for sixty (60) seconds – immediately leave the building through the front doors.
5. If your party ends before the schedule time, complete step #4 above, pick up the telephone outside of the front door and notify the security company that you are leaving the Bull Run Swim and Racquet Club, 8101 Seymour Road, and tell them to lock the front doors.
6. **DO NOT- UNDER ANY CIRCUMSTANCES-WALK BACK INTO THE CLUBHOUSE!** Once the keypad finished the count down, it will set off the alarms and notify the police.
7. **DO NOT – UNDER ANY CIRCUMSTANCES- STAY IN THE BUILDING AFTER YOUR SCHEDULED TIME** – The system is set to turn on automatically ten (10) minutes after you are scheduled to leave.