



# Treoirínite Úsáide do Sancta Maria

## Usage Guidelines for Sancta Maria

The purpose of this document is to outline a usage protocol for the recent refurbished building in Sancta Maria incorporating the new AV room & meeting room upstairs, SPARC and White Willow Counselling & Psychotherapy.

### **Cúlra / Background**

The newly refurbished building in Sancta Maria is now fit for purpose and in use by our anchor tenant SPARC and a counselling service. Very shortly the new AV facility & team meeting room will be opened for use to the first senior teams across all four codes. Once a reasonable time has elapsed the intention is to gradually open the facility to other teams. We are very anxious to maintain this building to the highest of standards and with your support we plan to implement the following housekeeping guidelines

### **Áiseanna / Facilities**

All groups using the facilities upstairs should find the space empty and ready to use. When finished all users are expected to

1. Remove all personal belongings and make sure there is no rubbish left behind.
2. Chairs, if used, should be returned to the rack provided and placed in storage facility behind the TV
3. All windows should be closed and locked properly **(This is especially important on the west side of the building where there is a flat roof outside)**
4. If the kitchen facility is used it needs to be left in a clean condition.

If using the TV, connectivity is provided via HDMI. Instruction to connect either PC or MAC wirelessly will be left beside the TV.

**Please do not change the WiFi of account settings on the TV**

**Isteach/ Amach / Entering/Exiting**

Access to the AV room and meeting room is through the left door of the building. Please be conscious that there may be physiotherapy and/or psychotherapy session in progress. We respectfully request that noise will be kept to an absolute minimum. If the alarm is set then it can be disarmed using the club code that will be given out by the General Manager.

**On exiting the building, please check if you are the “LAST PERSON OUT” and if so, the alarm must be activated.**

## **Slándáil / Security**

The building has 2 levels of security.

1. Security key for both front doors (same for both) and
2. Intruder alarm (All areas currently configured as one zone)

The following personnel will be given keys initially from the general manager. It is the responsibility of the recipient to make sure that all the above procedures are fully adhered to. Only one key per team will be issued and back up keys will be held by : General Manager . Ken Giles and John Ryan.

**Camógaíocht** : Gerry White

**Peil na mBan** : Kieran Rudden

**Iománaíocht** : Niall Desmond

**Peil** : Andrew Kerin.

An alarm code which will be unique to the club users will be issued to the 4 teams and this code must be used when arming/disarming the alarm system.

# **Bainigí taitneamh as an bhfoirgneamh nua**