

Access to Light Centre Monument

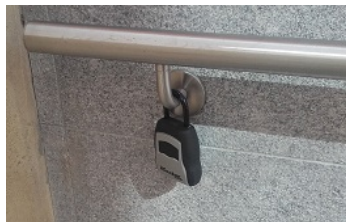
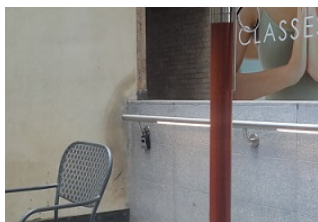
Opening Procedure

1. Please email contact details of the person that will be opening the Centre to the Light Centre Manager paulina@lightcentre.com.
2. Open the padlock on the main gate by entering the code _____ Please then scramble the code.



3. Go to the corner of the seating area of the patio and find the key safe. Use the code _____ to open. You will find the key to the main glass door and a plastic fob to the bin area (and the basement). Open the glass door using the key. Remember to put the key back in the key safe and scramble the code.

Please keep the codes confidential.



4. Keep the main glass door open for as long as required but lock the main gate and scramble the code so there are no external 'guests' visiting.
5. Herbal tea, kettle, cups and any equipment you have requested will be waiting at the reception. There is a filtered water fountain and washing up liquid in the downstairs bathroom. If you require anything extra, please let us know in advance.
6. Please do not use CRUSSH café facilities and inform your delegates not to go behind the counter.
7. INTERNET ACCESS: network: LIGHT CENTRE GUEST, password: LCMONUMENT

Closing Procedure

8. Make sure the lights in the studios as well as therapy rooms are switched off (if you are a therapist using them). All other lights (main hall, all public space and bathrooms) will switch off automatically.
9. Lock the main glass door and put the key back to the key safe situated in the corner of the patio area. The code is _____. Please scramble the code to leave it locked.

10. Lock the gate using the code _____. Please remember to scramble the code after locking.

Sunday Access Arrangements

Please note that we have no reception staff present on Sundays. It is therefore your responsibility to keep the front glass door (or the main gate) locked and to ensure that this remains so for the duration of your stay at the premises. If another group is also using the Centre, please liaise with them regarding how you will manage the access to the building. We recommend that all your delegates have the telephone number of the facilitator, in case they are late.

Please ensure the main gate remains locked once your delegates have arrived.

WE ALSO HAVE THERAPISTS RENTING THERAPY ROOMS OVER THE WEEKEND SO PLEASE CHECK THEY HAVE LEFT THE BUILDING IF YOU ARE THE PERSON APPOINTED TO SECURE THE PREMISIES.

If you have any questions, please contact:

Reception – 0207 283 2846

Paulina, Centre Manager – **07894 988 882**

Anna Mazurkiewicz, Receptionist – 07711 204 937

Stella Galvin Operations Manager – 07989 747 431