

TRAINING VENUE PROCEDURES

Kent Park Primary School

Greenaway Drive
Ferntree Gully 3156

Opening - First team training

- Please contact the venue coordinator via venues@ftgfalcons.com.au or 0411 716 927 to enquire as to the location of the key and alarm fob prior to training.
- The front glass doors of the school hall are to be unlocked and the alarm disarmed by passing the alarm fob over the sensor located on the wall in the foyer.
 - ✦ A **green** light indicates the alarm is off - **enter**
 - ✦ A **red** light indicates the alarm is on – **do not enter**
- During training the key is to be left sitting on the light switch.
- Located inside the disability toilet are two FTG Falcons sandwich boards, one is to be placed outside the front doors, and the other at the front corner of the front office building.
- NO BALLS ARE TO BE BOUNCED OUTSIDE THE SCHOOL HALL, as we need to be mindful of the school staff and the residential homes surrounding the school.
- Please check the toilets before your training session and report any issues to the venue coordinator.
- Large fans can be utilised and left out during SUMMER season ONLY.

Closing – Last team training

- Bring the 2 FTG Falcons sandwich boards back inside into the disability toilet
 - Please ensure all chairs are packed away and that all rubbish is taken with you.
 - All lights are to be turned off after the final training session.
 - Arm the alarm by passing fob over sensor and lock doors.
 - **Return key** to key location.
- Any changes to allocated training times are to be managed through the Venue Coordinator.
Any issues please contact me.
Shay Forster
Venue Coordinator 0411 716 927 venues@ftgfalcons.com.au