



OPENING/CLOSING PROCEDURE- weekday training  
**McKINNON SECONDARY COLLEGE**

- The venue will be unlocked upon arrival
  - There is no need to lock the venue as the cleaners will lock up
  - To adjust the ring height, a pole is kept in the canteen area.  
As the pole is used by the school, you may need to look around the courts/foyer area if the pole is not in the canteen area
  - Remove all rubbish and belongings before you leave.
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- **STRICTLY NO PARKING IN STAFF CARPARK- CARPARK WILL BE LOCKED WITHOUT NOTICE AND CARS MAY NOT BE COLLECTED UNTIL THE NEXT SCHOOL DAY.**