

Waller County Community Center Instructions for Using Door Codes

Waller County Community Center – Building entrance procedures

- A. Code in to door on the KeyPad to the left of the main double doors.
- B. Enter the building and enter your code to disarm the alarm system
- C. Should you choose to have all doors open for your event – press the wall switch to the on position to keep all doors unlocked.

Waller County Community Center – Building exit procedures

- A. Ensure that the wall switch is pressed in the off position to lock all doors
- B. Arm the Alarm system by pressing the touch panel – Arm – Away – you will have 60 seconds to leave the building.
- C. Ensure all doors are pulled shut.

Rental Date(s) _____

Rental Time _____

Door/Alarm Code _____