

We have a new method at Kennedy Park for accessing the shelter house and camping cabin keys. **WE WILL NOT MAIL A KEY TO YOU AS WE HAVE IN THE PAST.** Below is a picture of the front of the key box. The numbers next to each button allow you to access the key with the 4– digit code that has been assigned to you. The key box is located next to the SW doors of the shelter. Your code number is \_\_\_\_\_.

Instructions For Using the Key Box:

1. Push in the buttons that correspond to code assigned to you. Buttons can be pushed in any order. Numbers 1 through 0 are next to each button.
2. Push down ↓ (do not push in) on the OPEN button , hold it down and pull the cover out. Be careful not to drop the cover.
3. Take out the key and replace the cover by first pushing the buttons that correspond to the combination. You can push the numbers of the combination in any order. The cover will not close if the correct combination is not set. If you enter the wrong numbers, you can slide down the clear button and start over. Set the bottom of the cover in the vault first, push and hold down the OPEN button. Close the cover. It will lock into place and the combination will clear.
4. After you have locked the building, follow the above instructions and put the key back in the box.

