

Sutton Village Hall – Table Tennis Instructions

What is provided for you;

- A full-size table tennis table is stored at the village hall.
- Four bats and balls are available from the Lettings Officer when collecting the keys for the hall.

Getting the table tennis table into the hall;

1. The table tennis table is stored in the shed at the back of the hall. It has wheels and needs to be wheeled through the store room and into the hall.
2. Two people should wheel the trolley stacked with chairs out of the store room and into the hall.
3. Move the floor sweepers and brooms in the store room out of the way.
4. The key to the shed is hanging on a hook at the back of the store room to the left of the double doors.
5. Open both double doors at the back of the store room out to the shed.
6. Unlock the shed door and open both the shed doors. There's a light in the shed if required; the switch is on the right-hand side inside the entrance.
7. Two people should wheel the table tennis table out of the shed through the store room and into the hall.
8. Close the shed and store room doors especially in cold weather.

Setting up the table;

1. It is recommended that the table be set up across the main hall between the roof beams to minimise the beams obstructing play.
2. Position the table in the centre under the apex of the roof.
3. To lower one side of the table, press the bottom blue button on each of the side panels nearest the side to be lowered.
4. Gently lower the table to the horizontal position. Do not allow the table to fall or it may get damaged. It should click into position to lock.
5. Check that half of the table is locked in position by trying to lift it. If it isn't locked then lift the table gently at either side **next to the net**.
6. Repeat steps 3 to 5 for the other half of the table.
7. Check that the table is level and steady, and all four legs are touching the floor. Each leg has an adjuster at the bottom.
8. The net should already be in position but if it needs retensioning move the black rubber tensioning strap to a different hole.

Sutton Village Hall – Table Tennis Instructions

9. You are now ready to play.

Folding up the table;

1. Before raising a side of the table, push down the top blue button next to the net on each of the side panels nearest the side to be raised.
2. Standing at the end of the table gently raise the table to the vertical position. Do not let go of the table until it is vertical and the you hear the table has clicked into the lock position.
3. Repeat steps 1 and 2 for the other side of the table.

Putting the table back in the shed;

1. If the store room and shed doors are closed then open them.
2. Two people should wheel the table tennis table through the store room and back into the shed.
3. Close and bolt the static shed door top and bottom, ensure the shed light is off, and lock the second shed door.
4. Close and bolt both outside store room doors at the top and place the security bar across the doors.
5. Return the shed door to the hook beside the left store room door.
6. Return the sweepers and brooms to their original location.
7. Two people should wheel the chair trolley back into the store room.
8. Return the bats and balls to the Letting Officer with the hall keys.

Dos and Don'ts;

1. Do not lean, sit or climb on the table.
2. Do not place food or drink on the table.
3. If any of the mechanisms are stiff do not force them. Contact the Letting Officer.
4. Keep hands and fingers away from the folding mechanisms when the table sides are being lowered or raised.
5. The table is not to be used outside, even in dry sunny weather.
6. The table can be used by one person for practice in “play back” position where only one side is lowered.