

Utterby Village Hall Key Holders Policy & Procedure



1. Key Holders

Utterby Village Hall (UVH) does not have a caretaker permanently on site.

Key Holders are therefore responsible for opening and closing the Hall for most hires.

The Key Holders for UVH are the Chair, Secretary and Treasurer. These are the only people issued with sets of keys.

Additionally, Key Holder responsibilities may be delegated to other members of the Management Committee. In these cases, keys will be taken from a Key Holder and returned back to them after use or keys from the key safe will be used.

See Key Holders' Responsibilities and Duties at 6 below.

Key Holders will give up their keys at the start of the AGM in April each year. Keys will then be reissued as necessary, according to appointment of Chair, Secretary and Treasurer roles.

2. Self Opening and Closing by Regular Hirers

Some regular Hirers, with prior agreement, may be asked to open and close the Hall for themselves.

They will be shown how to open and close in advance and how to operate hot water and heating systems. As regular Hirers, they will already be familiar with safety policies and procedures for the Hall.

They will use the key from the key safe in the Hall porch area.

The key unlocks the side door to the Hall and is the only key needed.

The code for the key safe will be shared with these Hirers in advance to enable access.

The code will be changed from time to time.

Hirers will be expected to place the key on a designated hook in the kitchen during their hire to ensure it is not lost.

At the end of the hire, the key will be taken from this hook, placed back in the key safe and the key safe code scrambled.

These Hirers will only be permitted to open and close the Hall on the pre agreed dates and times. They will not be allowed to access the Hall at times other than when their regular hire takes place.

A record will be kept in the Hall booking diary of when a Hirer opens and closes the Hall for themselves. Hire entries will be marked with SOC (self open/close).

If the Main Road door needs opening, this can be opened (and locked) internally without need for a key. Hirers must check this door is closed at the end of their hire if they have opened it.

3. “One Off” Hirers or Contractors

One off Hirers or contractors will not be given a key or access code to the key safe to open or close the Hall for themselves. This will always be carried out by a Key Holder or designated member of the Committee.

4. Problems with Locks or Keys or with the Hire

Anyone using a key to access the building must report any problems or issues they may have with the lock, key, or key safe, to a Key Holder.

If the Hall cannot be locked for any reason, a Key Holder must be called and informed so they can come and lock up or take charge before the Hirer leaves.

A contact number for a Key Holder will be given in advance of the booking. This person should be called and informed of any problems with the hire or called in the event of being unable to lock the door.

5. Lost Keys

Anyone given responsibility for holding or using a key will be liable for the cost of a replacement lock and set of keys if they lose the keys.

6. Key Holder Responsibilities and Duties

FOR REGULAR, ONGOING HIRES

On Opening the Hall, Key Holders will...

Open the building.
Turn on heating and water as needed for the hire.
Ensure that the premises is ready for use and exits are clear.
Greet Hirers and check they have all they need for their hire.
Make sure a contact number is given to the Hirer.
Agree a time to come back to lock up,

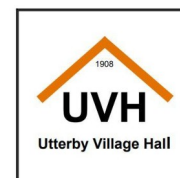
On closing the Hall, Key Holders will...

Check with the Hirer that all has been OK with the hire.
Turn off heating and water.
Check/flush/clean the toilets as required.
Wipe around the kitchen sink area, remove used tea towels and replace with fresh ones.
Check floors for spills or need to be swept/hovered.
Check bins and empty as necessary.
Check chairs are stacked and tables put away if used.
Check fire exits are clear.
Check Main Road door is locked.
Check lights are off and windows closed.
Lock the building.

FOR NEW OR ONE OFF HIRES

As above for REGULAR HIRERS plus see attached checklist.

NEW/ONE OFF HIRER CHECKLIST



ON DAY OF HIRE – BEFORE HIRE BEGINS

Sign booking form	
Sign hire agreement/questions?	
Bouncy castles?	
Alcohol?	
Show kitchen including checklist on wall	
Show tables location	
Show cleaning items location	
Music – player? Disco? Band?	
Fire safety – candles/indoor fireworks/bbqs/electricals/smoking/ kitchen use/keep exits clear/no parking near exits/HIRER IS RESPONSIBLE PERSON	
On discovering a fire - verbal instruction to exit/smoke heat alarms	
Evacuation –show fire doors/fire assembly point/notices next to doors	
Fire fighting – extinguishers/blanket	
Show location of policy file and notice board info	
Other group/activity specific issues?	

Date -

Hirer -

Briefing Completed by -