

Utterby Village Hall Key Holders Policy & Procedure



1. Key Holders

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

The Key Holders for UVH are the Chair, Secretary and Treasurer. These are the only people issued with sets of keys. A key is also located in the coded key safe box in the Hall porch.

Key Holders may be required to open and close the Hall for some hires.

Additionally, Key Holder responsibilities may be designated 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

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

They will be shown procedures in advance including how to operate hot water and heating systems. A checklist will be left for hirers to remind them of what they need to do.

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 may 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, after locking up, the key will be placed back in the key safe and the code scrambled.

Regular Hirers will only be permitted to open and close the Hall on their agreed session dates and times. They will not be allowed to access the Hall at times other than when their hires take place.

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.

An emergency 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.

3. “One Off” Hirers or Contractors

One off Hirers (or new Hirers for their first few weeks) and contractors will not be given the access code to the key safe to open or close the Hall for themselves. This will generally be carried out by a Key Holder or designated member of the Committee.

A regular, known contractor, doing a piece of work over several days, might be asked to let themselves in / out if appropriate. In this case, a spare key from a Key Holder will be used (not the key safe box). Checks by a Key Holder or designated other, will be made afterwards.

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 opened or locked for any reason, a Key Holder must be called and informed so they can come and help. If unable to lock, the hirer must wait for a Key Holder to come before leaving. The Hall must not be left unlocked and unattended.

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

IF OPENING OR CLOSING FOR ANY 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.

IF OPENING / CLOSING FOR NEW OR ONE OFF HIRES

As above plus see attached checklist.

NEW/ONE OFF HIRER CHECKLIST ON DAY OF HIRE – BEFORE HIRE BEGINS

Sign booking form & hire agreement...any questions?			
No bouncy castles or inflatables			
Alcohol?	PROVIDING OWN / NO SALE	SALE – TEN	
Music – player? Disco? Band?			
Kitchen including checklists - on wall and food info on fridge...hot water			
Toilets – hot water...heaters...emergency alarm...locks			
Heating – show how to turn on off...do not adjust controls... toilet heaters auto operation...hot surfaces			
Tables & chairs – moving safely...no dragging...table tool			
Cleaning items...hoover...brushes...mop...spray / blue roll... cloths...old towels for liquid carpet spillages			
Decorations – hooks...no tape or Bluetack...do not stand on chairs to put up decorations			
Parking...parking info on wall near main door...no parking near exits...give parking info			
HIRER IS RESPONSIBLE PERSON Fire safety – smoking / vaping...candles...indoor fireworks... BBQs... electricals....fire exits location....keep exits clear....			
EVACUATION INFO NEXT TO EXITS – copy in kitchen On discovering a fire - verbal instruction to exit.... smoke heat alarms may sound... exit via fire doors....fire assembly point on village green through hedge....call fire brigade			
Fire fighting equipment location – extinguishers....blanket			
Safety & supervision of children			
Policy file and notice board info			
Key holder contact number...inform us if any problems during or after hire...damage, spillages or breakages			
Other group/activity specific issues?			
Google review slip			

Date -

Hirer -

Briefing Completed by -

