

## **OLD NEWTON WITH DAGWORTH AND GIPPING VILLAGE HALL KEY POLICY AGREEMENT**

### **1. Introduction**

The establishment of a safe environment for visitors, customers and hall users is the shared responsibility of the Old Newton Village Hall Trustee Committee and its users. Selected committee members and hall users may receive keys to the village hall or the combination of the key safe which contains a key to the hall. Because possession of a hall key gives authorised persons access to the village hall all parties in possession of a key must keep the goals of security and safety in mind at all times.

The access code to the key safe will be changed periodically at the discretion of the Old Newton Village Hall Trustee Committee, and whenever customers with the access code cease to be customers.

This Key-Holder Policy is evaluated and reviewed annually by the Old Newton Village Hall Committee.

### **2. Criteria for selecting a Key-holder or given access to the code for the key safe**

Key-holders have an important duty to perform and their selection is a matter of considerable responsibility. Whoever is appointed, it is vital that the Booking Clerk is immediately notified of any changes to key-holders and/or contact details. Key-holders and persons with access to the code for the key safe should be willing and able to undertake responsibility for giving access to the village hall, and must possess a mobile telephone to allow them to contact or be contacted by village hall committee members and the Booking Clerk.

### **3. Terms and Conditions**

- All authorised persons will be required to sign a copy of this policy before they will be issued with keys or the code for the key safe.
- Only authorised persons are allowed to be in possession of a key or the code for the key safe.
- The key holder must, before leaving the premises, ensure that the premises are physically secured unless some other responsible person remains on the premises.
- If the key in the key safe has been used for access to the hall then the key must be replaced in the key safe on leaving.
- No person may give his or her key or key safe code to an unauthorised user.
- Unauthorised duplication of a key is strictly prohibited.
- Lost or stolen keys must be reported to the Old Newton Village Hall Committee, the caretaker or the Booking Clerk immediately. A lost key may require one or more doors to be rekeyed. This process may cost a substantial amount of money.
- Key holders agree to refrain from compromising the security of the hall buildings.
- Employees or hall users must return to the Old Newton Village Hall Committee, Booking Clerk or caretaker immediately upon request all keys assigned to them or that are in their possession or control.

By signing this form I agree that I have read and understand the Key holding Policy. I further agree to the terms and conditions set forth in this policy. I acknowledge that I have received a key and/or the access code to the key safe. I agree to abide by the Key Holder Policy with regards to this key and/or access code.

Full Name:

Signature:

Contact number:

Date: