



# Key Holder Agreement

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Do not make any copies of the key.
- Always make sure that you have locked all doors and windows on departure.
- Make sure the heating and lights are OFF on departure unless otherwise requested.
- Leave the rooms/hallway/communal spaces as you have found it – please clean up after yourself and your class or client.
- Return the key(s) to the key safe and scramble the code.
- Fee if key is lost: £12.

*I have read and understood the above.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ (Office): \_\_\_\_\_

Key Returned/Date: \_\_\_\_\_

**Emergency contact: Stuart Morton – 07769 553295**  
Grove Farm Wellbeing Hub, Aylsham Road, Swanton Abbott, Norfolk NR10 5DL