

Hartlebury Parish Hall Key Safe Policy

Trustees of Hartlebury Parish Hall have approved the use of a key safe for Trustees and regular hirers or contractors only. One off hirers/contractors will continue to be let in and the premises made secure after their visit by key holding Trustees or the Booking Secretary.

- All authorised hirers/contractors will be required to sign a copy of this policy before they will be issued with the key code.

- * The key code will be changed at least twice a year (or more often if this policy has been breached) by the Chair of Trustees, who may delegate this duty to other Officers of the Committee.

- * The Bookings Secretary will be responsible for informing hirers of the code at least by the day before their booking.

- * The Chair or delegated Officer will be responsible for giving the contractor the code on the day the work is due to take place.

- * No hirer, contractor or key holding Trustee may give his or her key code to an unauthorised user for any period of time. In the event that Trustees discover the code has been shared with an unauthorised user, the hirer/contractor/Trustee will no longer be issued with the key code for any future access to the Hall.

- * If, while in possession of the keys, they are lost or stolen, this must be reported to the Booking Secretary immediately at bookings@hartleburyparishhall.co.uk. A lost key may require one or more doors to be rekeyed. This process may incur a substantial cost and losses may be recovered from the hirer/contractor.

- When securing the building using the intruder alarm, it is the code holder's responsibility to ensure the Hall is empty, free of any rubbish brought in by the code holder and in appropriate condition, before setting the alarm, securing the building and returning the key to the safe according to the manufacturer's instructions, which will be given to the hirer/contractor via email.

By signing this form, I, _____, agree that I have read and understand the Key Safe and Keyholding Policy. I further agree to the terms and conditions set forth in this policy.

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Signed: _____

Dated: _____

Policy Agreed: 15.11.2023

Reviewed and approved 24.5.26