

Cotesbach Village Hall Key Holder Policy

Purpose

The Cotesbach Village Hall has created this Key Holder Policy in order to maintain the security of the premises, contents and grounds.

Cotesbach Village Hall does not have a caretaker or Key Holder permanently on site. As a result, regular user groups and members of the Management Committee are issued with keys for their use. Ad hoc users are provided with front door keys for the duration of their booking or arrangements are made for a Key Holder to allow access.

Regular users

Regular user groups are each issued, at the Village Hall's expense, with keys appropriate to their access needs. It is considered that the risk of so doing is acceptable as long as a register of Key Holders is kept up to date as this then provides an adequate measure of knowledge and control over keys that have been issued.

Users are prohibited from making their own copies without permission. Each issued set of keys has a numbered key fob that is recorded on a Key Holder's Register together with the name of the user group and the Key Holder's name and telephone number.

The numbered fob provides a means of tracing owners in the event that keys are left at the Hall. Importantly, the fobs must not make any mention of Cotesbach Village Hall so that keys lost away from the Hall cannot be identified and used to gain entry illegally.

Users are required to return their keys when they cease using the Hall. Their keys, and in particular the numbered fobs, are recycled for use by new regular users and the Key Holder's Register is updated appropriately. The issue of keys and the Key Holder's Register are administered by the caretaker.

These are conditions of hire and are made clear on the booking form agreement. The

Management Committee reserve the right to withdraw keys from regular holders who do not abide by these conditions.

Ad hoc users

The Hall Caretaker and Chair of the Management Committee keep spare keys that are issued to ad hoc users of the Hall as required. These are returned immediately following completion of their booking.

Key Holder's Register

Appendix A is a record of keys issued together with the name of the user group and the Key Holder's name and contact telephone number. The issue of keys and the Key Holders register are administered by the Hall Caretaker. The register is reviewed for accuracy and completeness every 12 months by the Village Hall Chairman. The register is reviewed for accuracy and completeness every three years by the Village Hall Secretary.

Policy

It is the Policy of the Cotesbach Village Hall to only issue keys for the main Hall, bar, storage facilities (including the garage), and grounds to people on an 'as required' basis. This ensures that the absolute minimum number of persons have the means to access the Hall, ensuring that security levels remain consistently stringent, thus minimising the risk of unauthorised access.

It is expected that Management Committee members and any cleaner/caretaker will not need to justify their need to hold a key. Although this does not mean that all people in this group will require a key.

People hiring the Hall on an ad hoc or temporary basis are not expected to have access to keys. They may be allowed into the premise by someone with access.

Regular hirers will be permitted, with the discretion of the Hall's Management Committee, to hold keys for the areas which are relevant to their hiring of the Hall. The following conditions will apply:

- Any Key Holder should be aged 18 or older.
- The person booking the Hall should normally be the one who becomes the Key Holder. In the rare instance this is not the case they will be jointly responsible for the condition in which the Hall is left.
- The person consents to their name, address, telephone number and signature to be stored on the Village Hall's Key Holder register.
- A Key Holder who is using the Village Hall without a Management Committee Member present takes on full responsibility for the Hall whilst in use, including ensuring all the Village Hall's policies and procedures (e.g. alcohol licensing conditions, safeguarding, etc) are adhered to in order to ensure the safety of people using the facilities and the security of the premises.
- The Key Holder is responsible for shutting all windows and locking all doors at the end of their session in addition to leaving the Hall in a safe and secure manner.
- The Key Holder will not make copies of any keys.
- The key(s) will remain in the possession of the Key Holder and not be lent out to anyone else.
- The key(s) remain the property of the Cotesbach Village Hall and can be requested back at any time.

The Chairman of the Village Hall is responsible for keeping a master record **Key Holder Register** of all keys held and by whom.

The purpose of this register is to enable the upkeep of security of the Hall and to provide the Management Committee with details of who has access to the Hall.

Approved	Stuart Rimmington
Date	26th November 2019
Review Date	26th November 2020