

## **Bonsall Village Hall Key Holders Policy**

Reviewed 6.1.25 Version 2

### **Purpose**

The Bonsall Village Hall has created this Key Holder Policy in order to maintain the security of the premises and its contents. Bonsall 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 provided with access to a key safe.

### **Procedures**

The key is held in a security box in the porch of the Village Hall. The code to the box will be provided to users when they make a booking and have signed the booking agreement for the Village Hall.

Users are prohibited from making their own copies of the key without permission.

Users are required to return the key to the security box and secure it, when they cease using the Hall.

The issuing of the code is administered by the Village Hall secretary. The conditions of hire and are made clear on the booking form agreement.

The person booking the Hall should be responsible for the key and must be over 18 years of age.

The key holder is responsible for ensuring that all areas of the leavers checklist for the Village Hall have been completed before they leave.

Spare keys will be held by the Chair, Treasurer and the Village Hall Secretary.

Should the key be lost, every effort must be made to locate it as soon as possible. If unable to do so, the Secretary of the Village Hall Committee must be informed. A charge may be made for a replacement key.

At no time should the key carry a label that identifies it as the Village Hall.

The code to the key safe will be changed every 3 months or as determined by the Village Hall Management Committee. In the event that the code has been shared beyond agreed users, the Village Hall Management Committee may change the code at short notice.

There will be a separate coded key safe in the storage room to hold all the internal keys for the building. The number for the safe to be obtained from the Village Hall Secretary.