

Asby Village Hall

Key Policy

1. Purpose

The purpose of this policy is to protect the security of the Village Hall by ensuring that keys are only issued to authorised individuals and that all key holders understand and accept their responsibilities. The policy also provides a clear system for recording, issuing, returning and managing keys.

2. Scope

This policy applies to all individuals who are issued with a key to Asby Village Hall, including committee members, regular hirers, contractors (where appropriate), and any other persons authorised by the Village Hall Committee.

3. Key Holder Register

The Village Hall Management Committee will maintain a Key Holder Register containing:

- Name of each authorised key holder.
- Contact telephone number and email address.
- Date the key was issued.
- The unique identification number of the key issued.
- Date the key was returned (where applicable).

The register will be kept up to date and reviewed regularly.

4. Issuing Keys

Keys will only be issued to authorised individuals approved by the Village Hall Committee. Before receiving a key, the recipient must:

- Be authorised to hold a key.
- Read and agree to comply with this Key Holder Policy.
- Sign the Key Holder Register acknowledging receipt of the key and acceptance of their responsibilities.

Keys are generally issued only to committee members, regular hirers, or others who require ongoing access to the premises.

5. Responsibilities of Key Holders

Each key holder is responsible for safeguarding Asby Village Hall while it is in their care. Unless a committee member is present and has assumed responsibility, the designated key holder is responsible for the security of the building during their period of use.

When leaving the premises, key holders must ensure that:

- All external doors and windows are securely closed and locked.
- Internal lights are switched off unless otherwise instructed.
- Heating, electrical equipment and appliances are switched off where appropriate.
- Any taps are turned off and the premises are left in a safe condition.
- The building is securely locked before leaving.

Key holders must also:

- Keep their key secure at all times.
- Ensure the key is not labelled with the name or address of the Village Hall.
- Take reasonable care to prevent loss or theft of the key.

6. Restrictions

Village Hall keys remain the property of the Village Hall Committee.

Key holders must not:

- Copy or duplicate the key.
- Lend or give the key to any unauthorised person.
- Allow unauthorised access to the Village Hall.
- Use the key for any purpose other than authorised access.

Any breach of these conditions may result in the withdrawal of key holder privileges.

7. Lost or Stolen Keys

If a key is lost or stolen, the key holder must notify the Booking Secretary immediately. The Management Committee will assess the security risk and determine whether locks need to be changed.

The key holder or hiring organisation may be required to contribute towards the cost of replacing the key or changing locks where appropriate.

8. Return of Keys

Keys must be returned promptly:

- At the end of a hiring agreement.
- When a committee member or regular user no longer requires access.
- Upon request by the Village Hall Management Committee.

All returned keys will be recorded in the Key Holder Register.

9. Non-Compliance

Failure to comply with this policy may result in:

- Immediate withdrawal of key holder status.
- Recovery of any costs incurred due to negligence or misuse, where appropriate.
- Further action as determined by the Village Hall Management Committee.

10. Policy Review

This policy will be reviewed periodically by the Village Hall Management Committee and updated as necessary to ensure the continued security of the Village Hall.