

Old School Rooms - Congresbury Key Control Policy

General Policy

- Keys remain the property of Congresbury Parish Council while in the possession of the key holder.
- The key holder may be either a person or an organisation
- Keys are issued for the sole use of the key holder.
- Keys must not be duplicated
- Keys must not be loaned or transferred to any other person/organisation by the key holder.
- Any person/organisation found to have caused damage to a lock or door hardware will be held responsible for all costs needed to rectify the damage
- Unauthorised duplication, use or transfer of any key may result in the cancelling of the hire of the building.

Parish Council's Responsibility is

- To maintain key, and associated deposit, control records.
- To securely store all spare keys.
- To evaluate key authorisations to ensure no unacceptable risk.
- To ensure that key deposits are collected and refunded
- To ensure that key deposits are kept in a secure manner
- To provide a receipt for the key deposit
- To provide new, duplicate or replacement keys as and when necessary.
- To agree a value of the key deposit

Key Holder's Responsibility is

- To sign Key Holder Agreement Form for each key received.
- To pay the key deposit in cash
- To maintain responsibility for keys issued to them, even if loaned to others within the organisation which they represent.
- To report loss or theft of keys to the Parish Council
- To return all keys when no longer needed.

Deposit Charges

- Existing long term building users £10 per key, refundable on the return of the Key
- New or one-off bookings £20 per key, refundable on the return of the key
- The Parish Council reserves the right to apply these charges as they see fit.

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Key Holder Agreement Form

Date: _____

Name of Key Holder: _____

Name of Organisation (if applicable): _____

Contact Telephone Number: _____

Key Number issued: _____

I acknowledge receipt of, and take full responsibility for the key while in the possession of myself or the organisation I represent

I understand that any key issued to me is provided under the terms of the Old School Rooms Key Control Policy

Signature of Key Holder

Receipt of key deposit in the amount of £ _____ is acknowledged.

Key number issued: _____

Signature of the Parish Council Representative