**Name of organisation Key Holder Policy**

***(Add name/ organisational position)*** holds main responsibility providing the keys and monitoring Key Holders in **(add name of organisation) buildings.**

The Key Holder mustcomplete appropriate background checks and be approved by ***(Add name/ organisational position).***

The Key Holder will need to sign the Key Holder Agreement following the induction provided by ***(Add name/ organisational position).***

1. **Key Holder’s responsibilities**

* The Key Holder is responsible for the keys they are issued by ***(add name/ organisational position*)** and they must return the keys to***(name location/ designated person)***at the end of hire.
* Under no circumstance is the Key Holder permitted to make copies of the keys.
* Key Holders are not permitted to loan keys to anyone else and is the sole person permitted to use them. If there is an exceptional reason to loan the keys to another person, the Key Holder must follow due process of gaining permission in advance from ***(add name/organisational position)***.
* When on the premises, the Key Holder must always ensure the keys are kept with them. Key Holders must keep keys in a safe and secure place when they are not in the centre.

* The keys should remain unidentifiable in their purpose, with no identifying labels or keychains attached.

**Procedure if keys are lost**

* If Key Holders are unable to lock up because the keys are lost, they should secure the building as much as possible and contact the emergency contact immediately. The phone number for the emergency contact will be given to them at induction.

* Key Holders will have to pay for the cost to cover any losses due to loss of keys and cover cost to replace locks and lost, damaged or stolen keys.

**Name of organisation Key Holder Agreement**

I am in full agreement and understanding that:

* ***(Name of organisation*)** reserves full ownership of each key issued to me and that keys remain ***(name of organisation)***’s property. I will not label or accessorise the keys with details of the community building.
* I will not have new copies made or use the keys issued to me in any unauthorised manner.
* Every key issued to me by (name of organisation) will be returned to ***(name location/ designated person)*** at the end of hire.
* I accept full responsibility for the costs and losses that may be incurred as a result of changing the locks, keys being damaged, stolen, lost or used in an unauthorised manner whilst in my care.
* If I do not follow the Key Holder Agreement terms, I understand my position as Key Holder may be terminated.

**At the beginning of bookings, I will check that:**

* Relevant areas of the building have been unlocked and alarms have been deactivated (if applicable)
* All fire exits are open and accessible with a clear exit point.
* There is no rubbish in the building or grounds (if there is rubbish, I will remove this).
* Any damage to the building has been reported to ***(add name/ organisational position).***

**At the end of bookings, I will check that:**

* The centre has been left in a clean and tidy condition, with all rubbish removed.
* All equipment (e.g., toys, craft materials) has been stored away correctly.
* All doors and windows are locked and secure.
* All internal lights are switched off.
* Taps are not running.
* All kitchen appliances are turned off and left safe after use.
* The security alarm is set (if applicable).

Any signs of damage or broken equipment will be reported to ***(add name/ organisational position)***

and labelled damaged for other users to see.

|  |  |
| --- | --- |
| **Signed****(Key Holder)** |  |
| **Name** |  |
| **Date** |  |

**FOR OFFICE USE**

|  |  |
| --- | --- |
| **Key number issued:** |  |
| **Issued by (staff member):**  |  |