



Wenhaston Village Hall
Charity Number: CN 1001694
Custodian Trustees: Parish Council
Managing Trustees: Management Committee

Key Holder Policy

On behalf of (name of organisation hiring the hall)

I have received a key for Wenhaston Village hall and I agree:-

1. To keep the key in a safe place and not permit the key to be used to gain unauthorised access
2. That should the key be lost, to make every effort to locate the key, but if unable to do so, to inform the Booking Secretary of the hall of the loss as soon as possible. I understand a payment will be required for a replacement key.
3. At no time should the key be identified by a label or otherwise as being that of Wenhaston village hall. The address of the key holder is permissible to assist return should it get lost.
4. To return the issued key at the end of the hire period.
5. To return the key to the Booking Secretary in the event of the above organisation ceasing to hire the hall regularly within one week of termination of hire arrangements.

Signed

Date