

Glentworth Village Hall
Stoney Lane
Glentworth
Lincolnshire
DN21 5DF



GLENTWORTH VILLAGE HALL
POLICY and PRINCIPLES
KEY HOLDER

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1 DEFINITIONS

GVH	Glentworth Village Hall
Key holder	Management or a User who holds a key to GVH
Management	GVH Committee
Management representative	GVH Booking Secretary
Users	People or organisations who hire the hall for an event or activity. This includes the Management when their role is that of a User

2 SCOPE

The application of the policy and principles are restricted to all personnel who are authorised to hold a key to gain access to GVH.

3 POLICY

It is the policy of the Management that GVH keys will only be issued to Management and authorised Users in order to ensure there is no unauthorised access to GVH.

Also, a key holder must ensure the consumption of energy is not compromised when securing GVH on exit.

4 PRINCIPLES

4.1 Management

- Management shall nominate a Management representative.
- The Management representative shall keep a list of all Key holders.
- If non-compliance with this policy is brought to the attention of the Management representative, he/she shall take appropriate corrective action.
- Management shall ensure these policies and principles are reviewed annually and updated if necessary in the interim period.
- A copy of this policy will be held on the GVH web site for the attention of Management and Key holders.

4.2 Key holder

- Shall keep the key in a safe place and not permit the key to be used to gain unauthorised access to the hall.
- Keep the password for the security system confidential.
- Ensure when leaving the hall that:
 - All windows and doors are shut and locked;
 - The switch for hot water in the kitchen is turned off;
 - All lights are turned off;
 - The central heating heating controls are in their programmed position;
 - The security alarm is set.
- Shall inform the booking secretary if the key is lost or mislaid.
- Shall return the key to the booking secretary at the termination of a period of hire and/or responsibility.

Note 1: If the key is lost the key holder is accountable for the cost of replacement of the lock and all associated keys.

Note 2: In order to comply with the policy on vulnerable users, keys will not be issued to anybody under the age of 18.