



Community Hall Board of Trustees

Key-Holder Agreement

The purpose of this agreement is to appoint a member/employee of to be the person responsible for holding a key(s) to a specific part(s) of the Community Hall. This person shall be the known as the designated key-holder for that organisation. This arrangement allows the to gain access to the building without having to collect the required key(s) from the Parish Council Clerk.

This is an agreement between the Watton-at-Stone Community Hall Trustees
and

Mr/Mrs/Ms who is the designated key-holder for the

1. The designated key-holder (i.e. the above) is responsible for the safe-keeping of the key(s) and shall not pass it/them to an unauthorised person at any time without prior agreement with the Watton-at-Stone Community Hall Trustees.
However, because the designated key-holder may not be present at every event, they are allowed to entrust the key to another person (i.e. a delegate key-holder) who is a member/employee of Normally, this shall be for the duration of the event only. The designated key-holder must ensure that the delegate key-holder is fully aware of their responsibilities (i.e. as documented in this agreement).
If the designated key-holder is not available for a significant period (e.g. holidays, sickness), the Clerk must be informed with regard to the identity of the proposed temporary key-holder (if applicable). The temporary key-holder may be asked to sign this agreement.
2. The designated key-holder/delegate key-holder is allowed access to the appropriate areas of the Community Hall and its facilities during authorised periods of use only.
3. The designated key-holder/delegate key-holder is responsible for the unlocking and locking of the internal and external doors to the facilities to which access has been authorised.
4. The designated key-holder/delegate key-holder shall report any fault and/or damage to the Clerk or member of the Community Hall Trustees without delay.
5. The designated key-holder/delegate key-holder shall ensure that nothing (e.g. personal belongings, equipment) is left in the Community Hall at the end of the period of use. Also, the facilities shall be left in a reasonable state of cleanliness and with all rubbish removed from the building.
6. At the end of the period of use, the designated key-holder/delegate key-holder shall ensure that the building/facilities are left in a secure state (e.g. internal lights, taps off, the internal and external doors are shut correctly and locked).
7. The involved shall be responsible for the cost of replacing a lost key(s).
8. This agreement can be cancelled by the Community Hall Trustees at any time. If so, the designated key-holder..... shall return the key(s) to the Clerk without delay.

Signed:
Chairman of the Community Hall Trustees

Date:

Signed:
Designated key-holder

Date: