



Long Stratton Town Council

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Long Stratton Town Council Key Control Policy

General Policy

- Keys remain the property of Long Stratton Town 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.

Long Stratton Town 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 Town 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 Town Council reserves the right to apply these charges as they see fit

Approved 09.05.2022

Long Stratton Town Council - Key Control Policy 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 Town Council Representative