

Upton Village Hall Key Holders Policy & Procedure

Preamble

Upton Village Hall does not have a caretaker permanently on site. As a result regular user groups are each issued with a set of keys for their use. Ad hoc users are given a set of keys for the duration of their booking.

Regular Users & the Key Holders Register

Regular user groups are each issued with a set of keys at the Village Hall's expense, consisting of one Yale type and one deadlock, that open the main and side external doors and the Utility Room door. It is considered that the risk of so doing is acceptable as long as a register of key holders is kept up to date, providing an adequate measure of knowledge and control over keys that have been issued. Users are trusted not to make their own copies without permission, a trust that has rarely been abused.

Each issued set of keys has a numbered key fob that is recorded on a Key Holders Register together with the name of the user group and the key holder's name and telephone number. If a user group has been permitted to have another set of keys cut (at their expense), then they must provide the above details of the key holder and will be given a numbered fob. The numbered fob provides a means of tracing owners in the event that keys are left at the Hall. Importantly, the fobs do not make any mention of Upton Village Hall so that keys lost away from the Hall cannot be identified and used to gain entry illegally.

Users are required to return their keys when they cease using the Hall. Their keys and in particular the numbered fobs are recycled for use by new regular users and the Key Holders Register is updated appropriately.

The issue of keys and the Key Holders Register are administered by the caretaker. The register is reviewed for accuracy and completeness every three years by the Village Hall secretary.

Ad Hoc Users

The caretaker keeps several un-numbered sets of keys, which are issued to ad hoc users of the Hall on the day of their event. These are returned immediately following their booking.

Review of the Policy

No regular reviews of this policy are deemed necessary, as to date there has been no known abuse and the risk of keys falling into the wrong hands and being used with criminal intent is regarded as being very low. In the unlikely event of such an occurrence then the policy will be reviewed.