



Grampound with Creed War Memorial Recreation Ground and Village Hall

Key Holders Policy & Procedures

Grampound Village Hall does not have a caretaker or key holder permanently on site. As a result regular user groups and members of the Management Committee are issued with keys for their use. Ad hoc users are provided with front door keys for the duration of their booking or arrangements are made for a key holder to allow access.

Regular users

Regular user groups are each issued with keys appropriate to their access needs. It is considered that the risk of so doing is acceptable as long as a register of key holders is kept up to date, this then provides an adequate measure of knowledge and control over keys that have been issued.

Users are prohibited from making their own copies without permission. Attached fobs must not make mention of the hall so that keys lost away from the hall cannot be identified and used to gain entry illegally. These are conditions of hire and are made clear on the booking form agreement. Regular users are required to return their keys when they cease using the Hall. The Management Committee reserve the right to withdraw keys from regular holders who do not abide by these conditions.

Key Holders Register

Appendix A is a record of keys issued together with the name of the user group and the key holder's name and contact telephone number. The issue of keys and the Key Holders register are administered by the Hall Development Officer. The register is reviewed for accuracy and completeness every 12 months by the Village Hall Chairman.

Ad hoc Users

The Hall Development Officer and Chair of the Management Committee keep spare keys, which are issued to ad hoc users of the hall as required. These are returned immediately following completion of their booking.

APPENDIX A

Keys issued	User Group	Key Holders Name	Contact Number
Full set	Grampound School	Headteacher/Secretary/Caretaker	01726 882644
Front & side doors	Cleaning company	Alison Hawken	07948 800290
Full set	Hall Development Officer	Simon Fann	01726 883874
Full set	Chair	Helen Bunt	01726 884608
Full set	Vice Chair	Bob Egerton	01726 884451
Front door	Treasurer	Mark Taylor	01726 882070
Front door	Committee Member	Alison Ryves	01726 338663
Front door	Guides, Brownies, Rainbows	Clare Waters	01726 882228
Front door	Guy Atkinson	Pilates	07837913680
Side door	Football Club	Allan Webb	01726 883585
Side door	Village Store	Kevina Taylor	01726 983125
Front door	Garden Club	Geoff Hodgson	01726 882921