



Key Holder Policy

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Policy statement.

This policy provides guidelines to promote the security and safety of Rempstone Village Hall and those who use it by maintaining a list of authorised key holders who accept responsibility for locking up, checking fire exits and securing the premises.

The Key Features of the Policy:

- **Key Holder Register:** The Chair of the Village Hall management Trustees maintains a key holder register detailing who has access to the building
- **Responsibilities:** Key holders are responsible for leaving the hall secure, appliances and heating systems are switched off, external doors are locked and the alarm is set
- **Safety Adherence:** Keys are allocated to hirers at the discretion of the Management Committee following assessment of need. Thus, they assume responsibility for compliance with all policies, including Health and Safety, Safeguarding and Fire safety.
- **Key Control:** Copies of keys must not be made by key holders
- **Ownership:** Keys remain the property of Rempstone Village Hall Trustees

Procedures for Key Holders

- **Emergency Procedures:** Key holders should have contact details of committee members in case of emergency
- **Collection and returning keys:** Village Hall Management Trustees are issued with a set of main door keys which is detailed on the list of key holders. The access keys stored in the key safe are used for short term, ad hoc use and returned directly to the safe or the supervising committee member
- **Reporting:** Any damage or security issues should be reported promptly to a member of the management committee

Review

We will review this policy and our approach at Committee Meetings and at least annually at our AGM.

SIGNED: *J.Schober*

Review Log

Date	Reviewer	Actions
01.04.26	J.Schober	Update Committee + Website

Change Log

Date	Author	Change / Version