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Ingatestone and Fryerning Parish Council Key holding agreement

General policy

- Keys remain the property of Ingatestone and Fryerning Parish 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 keyholder.
- 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 to the building.

Parish Councils responsibility

- To evaluate key authorisations to ensure no unacceptable risk.
- 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.

Key holders' responsibility

- To sign the Key Holder Agreement form for each key received.
- To pay the key deposit in cash (if required).
- To maintain responsibility for keys issued to them, even if loaned to others within the organisation which they represent.
- 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 parish council reserves the right to apply these charges as they see fit.

Key Holder Agreement

Date: _____

Name of key holder: _____

Name of organisation: _____

Contact telephone number: _____

Key issued: 1 x internal and 2 x external keys

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 policy on the previous page.

Signature of key holder: _____

Signature of representative
of the parish council _____

Receipt of key deposit in the amount of £_n/a_____ is acknowledged

Signature of representative
of the parish council _____