

CODDINGTON COMMUNITY ASSOCIATION

Coddington Community Centre Key Issuing Policy

Adopted on 4th May 2022

Introduction

The Trustees of the Centre have a duty to ensure the security of the building and minimise costs to the charity.

1. Regular hirers

- a. Regular hirers of the hall will be issued with a key on the understanding that this is returned to the site manager as soon as the booking is permanently cancelled. If the key is not returned the hirer will be charged £25.
- b. Any regular hirers, requiring more than 1 key will need to pay a deposit of £25 for each additional key. This will be refunded once the key has been returned to the Centre Manager.

2. Trustees

- a. Trustees will only be issued a key if they intend to provide cover for the Centre Manager.
- b. Trustees will not be asked to pay a deposit. Should they stand down or decide no longer to provide cover, their key should be returned to the Centre Manager.

3. Parish Council

As the owner of the building and a regular user of the hall, the Parish Council will be allocated 2 keys. The Parish Clerk will be responsible for keeping a log of who holds the keys and issue/recall keys from the Parish Councillors as and when needed.

4. Lost keys

Should a key be lost, the Centre Manager and Bookings Clerk should be informed as soon as possible. A charge of £25 will be payable to obtain a replacement.