

# Fillingham Village Hall Key Management Procedure

## INTRODUCTION

To maintain adequate security and for insurance purposes access to the village hall key needs to be controlled.

This procedure is based upon the current village hall hire rate of around 1 booking per week.

## SCOPE

This policy applies to all individuals who have direct access to a village hall key and to the Village Hall Bookings Co Ordinator.

## KEYHOLDERS & NOMINATED REPRESENTATIVES

Keyholders shall only use their key for the specific purpose of their roll. They can also provide access to a nominated parish or village hall representative only.

Keys shall not be given out to anyone else; they should be directed to the village hall booking system.

| NUMBER | NAME              | ROLL / Notes  | PURPOSE                    |
|--------|-------------------|---|----------------------------|
| 1      | Yvonne Sunderland | Bookings Co Ordinator.                              | Village hall hire          |
| 2      | Yvonne Sunderland | Bookings Co Ordinator.                              | Key Safe                   |
| 3      | Ray Greetham      | Maintenance Co Ordinator / Front & backdoor.        | Maintenance                |
| 4      | Vicky Cargill     | Marketing Co Ordinator / Front door & noticeboards. | Update event marketing     |
|        | Zoe Rampley       | Notice Boards only.                                 | Update Church related info |

**KEY SAFE**

The Village Hall Co Ordinator is responsible for ensuring there is a key in the key safe prior to an event, and for removing it after an event as required.

The Village Hall Co Ordinator is responsible for issuing a key code for bookings via the lemon booking system. The code should not be issued in any other way.

The Village Hall Co Ordinator is responsible for changing the code. A full 7-digit code shall be used.

The code shall be changed at least 4 times per annum, typically, Aug, Nov, Feb & May.

**ISSUED**

June 2026