

Unsupervised Building Access Policy

Name of Group/Organisation:

Gate Code, Lockbox code, Alarm Code and/or Keys are provided to our long-term clients as a courtesy of our Hire Agreement and will be reset when Hire Agreement is no longer active.

It is both a condition of your Hire Agreement and your responsibility to understand and adhere to these terms and conditions:

Keys:

- Please ensure all areas of use are locked, and secure after each use.
- Keys must be returned to the Lock Box at the end of your session.
- Never leave keys unattended
- If keys are lost it is your responsibility to notify staff immediately so that an appropriate security action can be taken.
- Fees may be incurred for the replacement of key(s) or Locks, which will be billed to your organisation.

Gate Code, Lock Box Code, and Alarm Code.

- Never give your Gate Code, Lock Box Code or Alarm code to anyone other than the persons responsible listed below from your organisation;
- Protect the Gate Code, Lock Box Code or Alarm Code from being discovered by any person;
- If for any reason your Gate Code, Lock Box Code or Alarm Code is discovered by anyone, it is your responsibility to notify staff immediately so that the code(s) can be cancelled and a new code(s) issued.
- At the end of the session and once the areas in use are locked and secured please set alarms, lock the main entrance, and return keys to the Lockbox before closing and locking the main gate.

A copy of this agreement will be provided to your Organisation and will be attached to your Hire Agreement and filed in a secure location.

Please complete the following section if you have read the above policy and agree to adhere to its requirements.

Full Name: _____ Position/Role: _____

Signature: _____ Date: _____

Please fill in the person responsible for Entry Code(s) and Lock Box (key holder while on-premises):

Name	Contact Number	Signature

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