



Company No. 10623834

Registered Charity No. 1173511

KEYHOLDER POLICY

Declaration to be signed by all keyholders

- I understand that the key for Sedbury Space is entrusted to me for use as directed by the Centre Manager.
- I understand that no unauthorised use of keys is acceptable.
- I understand that all hirings must be authorised by the Centre manager and booked in the Sedbury Space diary to ensure that there is no conflict of use as per Sedbury Space's aims and objectives and to ensure safeguarding of all users.
- I understand that all hirings are subject to signature and acceptance of our Hiring policy and acknowledgment of all our current policies and procedures.
- I understand that there will be an annual review by Trustees of the list of authorised keyholders

Signed _____

Date _____