



## St Polycarp's Catholic Primary School

### Key Holder Agreement and Guidelines for Out of Hours Users of Main Hall

These guidelines are in addition to the Terms and Conditions of the use for community school premises listed on the back of The Application For Use of School Premises and Approval of letting Forms

- 1.) The Key Holder's prime responsibility is the security of the premises.
- 2.) Prior to the commencement of the let the Key Holder will be made familiar with the school, particularly the operating of the alarm systems, location of fire exits, procedures for security checking when locking up and the standards of cleanliness and tidiness.
- 3.) Hirers will have access to the main hall, toilets and kitchenette area. The sink area and kettle may be used. All other appliances must not be used. Kitchen equipment / utensils are not supplied.
- 4.) The Key Holder must also be aware of and accept that they are responsible for leaving the school secure at the end of each letting.
- 5.) Access is restricted to agreed letting arrangements and is subject to confirmation of insurance being received.
- 6.) Please leave the hall clean and tidy and take all rubbish away, including the toilets. The school bins **ARE NOT** for out of hours hall use. ***There is a cupboard containing cleaning materials and equipment for hirer's use at the back of the hall by the fire exit if required.***
- 7.) The hall is let in a clean and well maintained condition, including the toilets. If the hirer believes that this is not the case or there is any damage to the hall or toilets at the start of the hire period, the hirer must notify the school within an hour of the start of the hire via email or text message and the hirer should include a detailed description of the damage and a photograph.

#### Emergency Procedures:

- 1.) The fire exits are clearly marked and the fire drill notice in the main entrance explains the evacuation route and assembly point.
- 2.) There is fire fighting equipment available.
- 3.) The fire alarm panel is connected to a monitoring station which will contact the fire brigade.
- 4.) There is emergency lighting in all areas of the hall.
- 5.) There is a first aid kit in the kitchen.
- 6.) To contact the emergency services please use your own mobile phone.
- 7.) ***In an emergency the premises manager can be contacted on Tel: 07510 304685 (An additional charge may be made if the caretaker is called out to the site).***

#### Use Of Kitchen

- 1.) The kitchen facilities are the responsibility of Surrey Commercial Services.
- 2.) If you wish to use the kitchen and / or equipment, training must be arranged via the catering manager. Use of kitchen equipment requires the presence of a member of kitchen staff and would incur an additional charge. Sinks / worktops are available for use with your own equipment.  
**Please indicate ALL requirements on the ED110 form in order that the request is processed correctly.**
- 3.) It is not possible to use their utensils, fridges or freezers.
- 4.) Their cleaning equipment is out of bounds.

5.) The kitchen area must be left in a clean and tidy condition. All waste must be removed from the site and not put in school bins.

**Further Guidelines:**

- 1.) The school operates a strict **No Smoking Policy** in the school building or grounds.
- 2.) No lighted candles are allowed in the hall.
- 3.) No bouncy castles are allowed in the hall or on the grounds.
- 4.) Any accidents or breakages must be reported to the school office within 24 hours.
- 5.) It is the responsibility of the hirer to observe regulations, rules and conditions of licensing that pertain to health and safety.
- 6.) The school will not accept any responsibility for any loss or damage to personal articles or equipment left in the hall. All equipment used in the hall should have an in date PAT test label.
- 7.) The Car Park by the hall is for hirers use. Please **DO NOT** park in the church car park beyond the barrier.
- 8.) When vacating the hall, please turn off the lights/fans and any equipment used and close all windows /doors.
- 9.) Consideration must be given to the neighboring areas with regards to parking and noise pollution.
- 10.)The outside lights are motion detected.
- 11.)The gym equipment should not be used under any circumstances.

**Key Holder Information**

Contact:

Fob Number:

I acknowledge receipt and take full responsibility for the above fob keys while in my possession.

I understand that any key issued to me remains the property of St Polycarp’s Catholic Primary School and is provided for my sole use as key holder.

I understand that the key may not be duplicated, transferred or loaned to any other person.

I understand that I am required to immediately report the loss, theft or damage to the key in my possession and that the £20 deposit will be charged to cover replacement costs.

I agree to return the key in my possession upon termination of the Letting Agreement.

I have read and understand the Letting Agreement and Key Holder agreement and agree to abide by these terms and conditions.

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Name Signature of Key Holder Date

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Name Signature of Key Holder Date

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