



Buckingham Town Council Council Chamber

Key Holder Agreement

Key Holder Name:.....

Organisation:

Phone Number:

Email Address:

I hereby understand and agree that:

- All keys issued to me by Buckingham Town Council are the property of Buckingham Town Council and are to be returned in to the key safe at the end of the Hire period.
- I will not loan, duplicate or use the keys issued to me in any unauthorised manner.
- I will ensure the keys are either in my possession or appropriately secured at all times.
- I accept responsibility for the cost of replacement keys, rekeying locks and any associated damage or losses should I lose the keys or should the keys be lost, stolen or misused whilst in my possession.

I understand that my failure to adhere to the terms of this Key Holder Agreement could result in the termination of the Hire Agreement.

Date:	
Key Holder Signature:	
Buckingham Town Council Signature:	



Buckingham Town Council Council Chamber

Procedure for Unlocking the Chamber

1. Open the Key Safe with the code, closing it once you have removed the key.
2. Unlock the door.
3. Turn off the alarm with the code.

Procedure for Locking the Chamber

1. Make sure the windows are closed and locked (key is hanging on the end of the noticeboard by the kitchen door) and the curtains are closed.
2. Check the lights are off in the kitchen and toilet.
3. Close the Chamber door.
4. Switch off the corridor light (to the left of the door from the corridor to the lobby). Close the door to the lobby.
5. If you had the outside door open on the chain, detach chain and hang it over the fire alarm or light switch between the outside door and the alarm box. Make sure you've got everything you want to take with you ready by the door.
6. Set the alarm with the code.
7. Switch off the lobby light and exit.
8. Lock the door.
9. Place the key back in the Key Safe and ensure the cover is latched securely.