



**Appendix F**

**Key Holder & Fob Agreement**

Agreement between: **St Martin's C of E Schools**

ADDRESS; **Ashley Road, Epsom, Surrey, KT18 7AD**

&

**Name:**

**Address:**

In respect of the hire of school premises as per the Letting Agreement

**Dated**

Member/s of \_\_\_\_\_ has been authorised by **St Martin's C of E Schools** to hold the keys of the school premises subject to:

- **Key Holder Delegated Responsibilities**

The Key Holder's prime responsibility is the security of the premises/grounds/buildings. Prior to the commencement of the let the Key Holder will be made familiar with the school, (in particular) the operating of the alarm systems, location of fire exits, procedures for security checking when locking up and the standards of cleanliness and tidiness. The Key Holder must have a working mobile phone for emergency use whilst on the premises. They must also be aware of and accept that they are responsible for leaving the school secure at the end of each letting.

Access is restricted to agreed letting arrangements and is subject to confirmation of insurance being received.

- **Emergency Procedures**

In case of an emergency Key Holders should follow Appendix E . An additional charge may be made if the estates team is called out to the site.

- **Reporting of Accidents and Breakages**

Any accidents or breakages should be reported to the school as soon as possible following the let.



**Appendix F**

**Key Holder Information**

Name	Address	Contact Number	Position

I acknowledge receipt and take full responsibility for the keys to:

**Main Entrance key/fob/padlock/s** (delete as appropriate)

I understand that I am required to immediately report the loss, theft, or damage to the key in my possession and that a charge for a replacement will be made. Current rates for replacements are:

- Cost for additional key/s that have not been lost/stolen = £12.90 each.
- Cost for replacing euro cylinder due to being lost/stolen & keys = £165.00 this cost covers only 10 keys & 2 cylinders.
- Cost for replacing Squire padlock with the schools suited euro cylinder due to being lost/stolen & 5 keys = £124.50.
- Replacement fob = £10.50 per fob.
- All the above are subject to a 10% administration charge if implemented.

Unlocking procedures:

- Enter school via appropriate school entrance, using key and/or fob provided.
- Alarm will sound.
- Enter alarm code.
- Alarm will silence.

Locking up procedures, if relevant:

- Ensure everyone has left the building.
- Check toilets have been flushed; taps turned off & windows closed.
- Turn off all lights.
- Ensure the alarm system is properly activated.
- Ensure you have left within 15 minutes of your finishing time



**Appendix F**

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

\_\_\_\_\_  
Name Signature of Key Holder Date

\_\_\_\_\_  
Name Signature of Key Holder Date

\_\_\_\_\_  
Name Signature of Key Holder Date

Signed on behalf of St Martin's C of E Schools

\_\_\_\_\_  
Name Position Date

IF APPLICABLE