



Leasowe Community Centre
 Twickenham Drive
 Leasowe
 Wirral
 CH46 1RU

KEY HOLDER AGREEMENT

As a key holder for Leasowe Community Centre I
 agree to ensure that;

- The Centre will be left in a clean and tidy condition and all rubbish put in metal bin outside
- The Centre will only be used by myself and my group (unless prior arrangements have been made)
- That no keys will be copied or given to another person
- Before locking up the Centre after use check that:
 1. All doors and windows are locked and secure
 2. All internal lights are switched off
 3. The security alarm is set
- All kitchen appliances are turned off and left safe after use
- No children be allowed in the kitchen area
- An accident form will be completed for any of my group who sustain an injury/illness on site
- That I have assessed any risks for my group’s activity, completed a risk assessment form and taken appropriate steps to make safe
- That in the event of an emergency appropriate authorities will be notified i.e. police, fire services, ambulance, gas, electric or water
- If the alarm is accidentally activated please phone Community Patrol immediately to alert them not to call 0151 606 2613 (daytime)
- Community Patrol Call Out numbers 0151 606 5478 between 8.45-16.45 Evenings/Weekends 0151 666 5265

In the event of the Community Centre incurring a call out charge for Community Patrol due to key holder error this amount will be reclaimed from the key holder concerned

IT IS THE RESPONSIBILITY OF EACH USER TO ENSURE THE SAFETY OF THE BUILDING DURING YOUR SESSION(S)

Signature

Print Name Date