

Binfield Parish Council

Key Holder Policy



1. PURPOSE

- 1.1 The purpose of this policy and procedure is to set out how Binfield Parish Council regulates the access to meeting spaces within the Parish Office. These are the spaces directly controlled by the Parish Council and do not include the Foxes' Den Community Café
- 1.2 The policy should, however, work in conjunction with the Foxes' Den Letting Policy.

2. SCOPE

- 2.1 This policy covers access to the reception area, quiet office and meeting room at the Parish Office, Benetfeld Road, Binfield, RG42 4EW

3. OBJECTIVES

- 3.1 To enable community usage of parish office facilities whilst maintaining security and safety of the facility.

4. GENERAL RULES

- 4.1 All fire safety, health and safety and smoke free regulations must be followed at all times when using the parish office facilities.
- 4.2 No access will be given to members of the public, groups or organisations to the main working office without parish office staff being present.
- 4.3 Any equipment such as computers must be in a good condition and have an updated PAT check
- 4.4 No equipment can be stored at the parish office without the prior agreement of the Parish Clerk
- 4.5 No keys or access codes should be passed from the individual who signed for these to others, even within the organisation, without the expressed permission of the Parish Clerk (or other officer in their absence)
- 4.6 Any activity taking place at the parish office must not cause loss, damage, injury, nuisance or inconvenience to the Parish Council, its employees or tenants.
- 4.7 Recurring bookings must not exceed a 3 month period. This is to ensure that a wide range of groups and individuals can access the parish office space.
- 4.8 Access to the parish office facilities will be as follows:-
 - 4.8.1 If booking the meeting room – the user will have access to the entrance lobby, the corridor, the resource room (with kitchenette facilities), one unisex toilet and the meeting room
 - 4.8.2 If booking the quiet office – the user will have access to the entrance lobby, the corridor, the resource room (with kitchenette facilities), one unisex toilet and the quiet office
 - 4.8.3 If booking the lobby space for either a manned or unmanned display area – the user will have access to the lobby space only. For a manned display this will be available only during the opening hours of the community café and public toilet access will be available during the same times.

5. PROCESS

- 5.1 Residents or groups (community organisations or charities) who wish to use the parish office facilities must complete a booking form. This will be available online at www.binfieldparishcouncil.gov.uk or from the Parish Office.



- 5.2 The booking form will request details of who will be responsible for collection of the key and any alarm codes required. Keys must be collected in person from the parish office during its stated opening hours – other times may be arranged with the parish office, if convenient to the working practices of the employees.
- 5.3 Keys must be returned within 24 hours of usage. If the parish office is closed a secure storage option is available on the exterior of the building.
6. **DATA PROTECTION**
Any personal or other data gathered will only be retained and used in accordance with the consent given and for the purpose for which it was given and in accordance with the Council's Information and Data Protection Policy and Data Retention Transfer and Disposal Policy.
7. **REVIEW**
The policy will be monitored and reviewed by the Clerk and considered for adoption by the Council annually.



BINFIELD PARISH OFFICE PREMISES – HIRING AGREEMENT



Name: ("The Hirer")				
Business / organisation: (if applicable)				
Phone number: (Landline & or Mobile)				
Email address:				
Address:				
Purpose of hire:				
Date(s) required:				
Time required: (Remember to include setup and clean-up time)		TO		Approximate number of people:
Any other special requirements:				
Public Liability Insurance:	For business users: I confirm that this activity will be covered by my/our public liability insurance to the value of £5M (certificate attached)			Please Tick:
Images/social media/ advertising request: (delete as appropriate)	Would you like the Foxes' Den to promote your event? Yes / No Are you happy for pictures to be taken and shared on social media sites for PR/marketing and advertising purposes? Yes/No			

Premises Required (please tick)			
The Nook	The whole Café (including community kitchen)	The Foxley Room (VAT chargeable)	The Council Room (VAT chargeable)

Price per hour	Number of hours	Rubbish takeaway, if applicable £10	Cleaning fee, if applicable £20	Total (£) excluding £30 Deposit

Please ensure that full payment of the above amount is made no less than 7 days prior to your booking

DECLARATION:

I have read and agree to abide by the conditions set out in The Foxes' Den Lettings Policy, the Council's Community Access and Key Holder Policy and Procedure. I agree for my data to be used and stored in line with the information and data protection policy (see website: www.foxesden.co.uk/policies) and understand that I can ask for it to be removed at any time.

Signed:.....

Date:.....