



## Key Issuing Conditions

### Costock Village Hall

**The keys for the Village Hall are issued on the following understanding:**

1. That keys are not to be copied under any circumstances.
2. Lost keys are to be reported immediately to a Committee Member.
3. Keys are not to be loaned to any third party.
4. The premises should be securely locked after use.
5. Any damage to the Hall is to be reported to a Committee Member.
6. On completion of the agreed period for use of the key it must be returned to the Committee Member that made the issue.
7. The key must not under any circumstance be passed to a 3<sup>rd</sup> party or organisation.