



Key Holder Agreement Policy

For the purposes of this agreement; "RST" means the River Stour Trust as represented by a Director or Officer of the Trust; "the site" means any Land, Buildings or Facilities owned and/or operated by the RST.

I [insert your name]..... as the Key Holder agree to and will abide by the following terms and conditions.

1. The issued key(s) will remain the property of the RST.
2. The key(s) will be issued once the refundable deposit [if applicable] and the non-refundable issue fee (if applicable) has been paid.
3. **The key is issued only for a Member's sole use** and it must not be loaned or otherwise provided for the use of anyone else under any circumstances.
4. The Key Holder is responsible for any abuse or damage caused by the use of his/her key.
5. The site is to be left secure at all times and when the Key Holder leaves the site.
6. Rubbish or recycling must be placed in the appropriate bins. If items are too large to fit in the bins then it must be removed from the site by the Key Holder and at their expense.
7. Noise must always be kept to a minimum.
8. The key(s) must be returned when they are no longer required or if the Key Holder ceases to be entitled to hold them.
9. No copies of the key(s) are to be made under any circumstances.
10. Keys cannot be transferred to a third party under any circumstances.
11. Use of the site is entirely at the Key Holders risk and the RST will not accept any liability for personal injury or property damage caused to either the Key Holder or a person under their responsibility.
12. Behaviour that could potentially cause damage or injury to others is strictly prohibited.
13. Use of the site when under the influence of alcohol or substance abuse is strictly forbidden and the Key Holder will be asked to leave the site immediately.
14. The RST reserve the right to withdraw the key(s) without reason at any time giving 7 working days notice in writing to the Key Holder.
15. The Key Holder may terminate this agreement without reason, giving the RST, 7 working days notice. Any deposit due to the Key Holder will be paid at the time that the key(s) have been returned.

<i>Key/s Issued:</i>

Key Holder

Signature.....

Date.....

Approved on behalf of the River Stour Trust

Dated:

Name: Position.....

Signature.....

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Office Use only

Sage Reference: