

**HIGH KELLING VILLAGE HALL  
USER GROUP NOMINATED KEY-CODE HOLDER FORM**

In accord with High Kelling Village Hall's insurance policy, each hall user group may have up to THREE nominated key-code holders. The key codes enable access through any of the three entrance doors to the building and the relevant code is changed quarterly.

Furthermore, it is also a requirement that the main contact for each user group confirms their key-code holders at least annually and that any change to key-code holders is notified to the Bookings Secretary as soon as the main contact is aware.

It should be impressed upon all key-code holders that the access codes for the Village Hall **must not be given to any person who is not a nominated key-code holder**. Should all key-code holders be unavailable on a particular day, then the user group should contact either the Bookings Secretary or the Management Committee Secretary in order to gain access.

Bookings Secretary: Silvia Carter – tel: 01263 711745                      [hkvhbookings@gmail.com](mailto:hkvhbookings@gmail.com)

Secretary: Glenn Houchell – tel: 07941 647165                      [glenn.houchell@gmail.com](mailto:glenn.houchell@gmail.com)

Please complete and sign the form below and return it to the Bookings Secretary.

NAME OF USER GROUP \_\_\_\_\_

KEY-CODE HOLDER NAME	E-MAIL	TELEPHONE

On behalf the user group names above, I agree to the terms of issue for the hall entrance key codes.

Name

Signature

Date