

**Portreath
Surf
Life
Saving
Club**



A Registered Charity No.1035244



Founded 1958

Affiliated to
Surf Life Saving Cornwall
and the **Surf Life Saving
Association of Great
Britain**

HEADQUARTERS
Portreath Beach, Portreath,
Cornwall UK.
Tel. 01209 842746

WEBSITE
www.portreathslsc.org.uk

Key Holder Agreement Policy

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 always remain the property of the Portreath Surf Life Saving Club.
2. The key(s) will be issued only once the refundable deposit (£40) and the non-refundable issue fee (£10) has been paid. (Total £50).
3. Only current committee members or designated / approved persons will be exempt from the £50 charge (Acceptance of these rules must still be recorded). In the event that you leave the committee, you are accepting that the key will be returned.
4. **The key is issued for a Member's sole use** and it must not be loaned or otherwise provided for the use of anyone else under any circumstances.
5. **Members are defined as having a nominated position on the committee or are fully paid up active members over the age of 18yrs who hold a position that is deemed to be of benefit to the running of the club. (e.g. Instructors , Trainers etc) . In these circumstances, these applications must be endorsed by either the Club Captain, Club Instructor or Head Coach.**
6. The Key Holder is responsible for any abuse or damage caused by the use of his/her key.
7. The site is to be left secure at all times and when the Key Holder leaves the site.
8. Rubbish or recycling must be placed in the appropriate bins.
9. Noise must always be kept to a minimum.
10. The key(s) must be returned when they are no longer required or if the Key Holder ceases to be entitled to hold them at which time your deposit will be returned (Providing there have been no breaches)
11. No copies of the key(s) are to be made under any circumstances.
12. Keys cannot be transferred to a third party under any circumstances.
13. Behaviour that could potentially cause damage or injury to others is strictly prohibited.
14. 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 and the key will be revoked.
15. Portreath Surf Life Saving Club reserve the right to withdraw the key(s) without reason at any time giving 7 working days' notice in writing to the Key Holder.
16. The Key Holder may terminate this agreement without reason,

- 17. Any deposit due to the Key Holder will be paid at the time that the key(s) have been returned.
(Providing no evidence to breaching any of the above mentioned clauses)
- 18. Keys will only be issued by the Club Secretary where the signed agreement will be kept on club records and the key number issued will be recorded.

Key/s Issued:

Only complete section (1) if proposed Key holder holds a non committee role. If Not applicable please state Non Applicable and go to section 2.0

Section 1.0 (Issue of Key to Non Committee Member)

Proposed Key Holder Name :-

Reason For Issue Of Key (please state) :-

Proposed By (Name)

Proposer Signature.....

Date.....

Section 2.0 (Key Holder Details)

Name

Signature.....

Date.....

If Applicable, please complete form and forward to club Secretary with appropriate money for receipt and issue of key.

Section 3.0 Approved on behalf of the Portreath Surf Life Saving Club:

Approved By (Name):

Club Position..... Deposit Received

Date

Approved By Signature.....

Key Issued

Key Number