

Key Holder/pass/entry code Agreement

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

1. The issued key(s)/pass will remain the property of Applecroft School.
2. The key/pass is issued only for the **hirers' sole use** and it must not be loaned or otherwise provided for the use of anyone else under any circumstances.
3. The Key Holder is responsible for any abuse or damage caused by the use of the key/pass.
4. The making of copies of the key/pass is strictly prohibited.
5. Where entry codes are given, this information must not be given to anyone else. Misuse of the entry code which results in the alarm being activated will result in a £35.00 call out charge.
6. If you lose or damage keys/passes or if they are not returned when you cease your hire, you will be charged for their replacement. Cost of a pass is £5.00, cost of car park gate key £7.00 and school door entry key £3.00.

Before keys/pass can be issued you are asked to sign the declaration below and acknowledge the conditions of issue.

I accept the above terms and conditions of issue:

Signed:

Name:

Date:

Pass issued: Access to:	Keys issued: 1. 2.
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A copy of this agreement should be retained by the keyholder and Applecroft School, where it will be retained in a secure and confidential manner.
NB. All information will be held in accordance with current data protection legislation. A copy of our keyholder privacy notice can be found on our website.