



18 High Street
Halberton
Tiverton
Devon
EX167AF

HALBERTON VILLAGE HALL

Charities Number: 300845

Keys Policy

This **keys policy** applies to the Halberton Village Hall, charity number 300845 and will be uploaded to our website, www.halbertonvillagehall.org, for all to see.

After a wide ranging discussion all Trustees agreed to the following points relating to keys and the key box code.

- Any key holder must be logged with their name and address plus what key(s) they have.
- No copying of keys under any circumstances.
- A register of who has been given the key box code will be maintained.
- The Committee will decide when the key box code will need to be changed.

Review of the keys Policy

We regularly review this policy. We last updated this policy on 21st September 2021.