



Saint John and Saint Barnabas Church

Parish of Belle Isle and Hunslet

Belle Isle Road, Belle Isle, Leeds, LS10 3DN

Tel : 0113 271 7821 Email : admin@ssjbchurch.org.uk

Key and Shutter Fob Allocation Signature Form

Please complete this form when receiving keys.

Church

- | | |
|--|---|
| ☐ Front Door Top Lock Key | ☐ Front Door Bottom Lock Key |
| ☐ Top Safe Key | ☐ Bottom Safe Key |

Basement Lobby

- | | |
|--|--|
| ☐ Lobby Front Door Lock Key | ☐ Lobby Shutter Fob |
|--|--|

Church Hall

- | | |
|---|--|
| ☐ Hall Door Top Lock Key | ☐ Hall Door Bottom Lock Key |
| ☐ Hall Shutter Fob | |

By signing this form, the recipient acknowledges receipt of the keys and agrees to comply with all relevant policies regarding their use and return (key point on the back of this form).

Name of Recipient and Position

E-mail

Phone Number

Organisation Name

Recipient Signature

Date Allocated

Allocated By (Name, Position & Signature)

Date Returned (if applicable)

Returned By (Name & Signature)

Key point in receiving key(s) and shutter fob(s) for the premises of Saint John and Saint Barnabas Church and associated buildings.

- Key(s) and Fob(s) are only to be retained and used by the Signed Recipient
- Key(s) and Fob(s) are only allowed to be temporary transferred to another member of the recipient's organisation if a written request has been submitted (email is acceptable) and a confirmation has been received.
- Entrance to the building is only permitted during the agreed times of rental, any access outside these time needs to be by written confirmation prior to access.
- At no point will duplications be made of the key(s) or fob(s) by the recipient, any additional key(s) or fob(s) will be chargeable.
- If Key(s) or Fob(s) are lost, this needs to be reported to Saint John and Saint Barnabas Church as soon as possible, if stolen this will also need reporting to the Police and their reference number given.
- Loss of the Key(s) or Fob(s) will be chargeable at a minimum of £25 for the key and £50 for the fob, but this might increase if it is deemed the security of the premises is compromised and the whole lock or fob controller needs to be replaced.
- The Key(s) and Fob(s) need to be returned if leaving the organisation and the new recipient will need to sign the key(s) or fob(s) back out, they should not just be transferred internally.