

# “CHANGING PLACES” - ISSUE OF KEY

KEY NUMBER.....

Period: APRIL 2016 – March 2017

ALLOCATED KEY HOLDER.....

1. The registered key recipient will be responsible for the opening and closing of the facility, which should be left in a clean, tidy and useable condition at all times.
2. Any damage (incidental, encountered or deliberate) should be reported to Park House, Abbey Park in person or phoned through to 0116 4547003.
3. For health & safety reasons, please ensure that the building is empty before it is secured.
4. In the event of an emergency, please telephone 0116 2544344.
5. Please ensure the key-holder/nominated person is present every time key is used and that the operation of any equipment within the facility is by person(s) both familiar and capable of operating this safely.
6. Individuals not returning their key will forfeit the deposit. Any individual requiring a replacement key will be required to pay a further £5.00

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**I am in agreement with all of the above points...**

**Hire of Key**

DATE TAKEN:

Deposit Amount:

Receipt Number:

Signature of Holder:

Print Name:

Address:

**Return of the key**

DATE RETURNED:

Deposit Amount:

Signature of Holder:

Print Name:

Address:

