



Key Holder Agreement Form

Before Portadown Boat Club Members can apply for Boat Club Keys, they must have been a member of the club for over one year.

Proposed Key Holders are to read and sign this declaration and acknowledge the conditions of use. This is to help carry out the policy of Portadown Boat Club and to safeguard club members and all patrons.

I attest the following in agreement with this form:

- I have never been convicted or cautioned concerning an offense against children, young people, property or destruction or any illegal actions.
- I shall provide my contact details and update them when necessary.
- I shall pay a refundable deposit of £50 for a set of Boat Club Keys.
- I shall not have any copies made from these keys nor distribute my alarm code.
- I shall not lend these keys to anyone/nor share my alarm code for any reason.
- I will adhere to Key Holders Policy and Procedures.
- On terminating my membership with Portadown Boat Club, I will return my keys directly to the Captain or Vice-Captain to receive a refund of £50.
- I understand that should my keys/alarm code be used by another individual that I am responsible to cover any and all damages and understand that charges will be brought against me by Portadown Boat Club.

PBC Club Member Name:	
Address:	
Tel Nos:	
Email Address:	
Club Member Signature Received Keys:	
Date:	

PBC Captain Name:	
Captain Signature:	
Date:	

Key Holder's Responsibilities

Key holders are responsible for the security of Portadown Boat Club Facilities & Equipment and **MUST** be familiar with the following procedures:

- Key Holders will receive training on opening and closing the Clubhouse and Boat Shed.
- Key Holders please treat this Facility and Equipment with the same care you would give to your own premises and possessions.
- Each Key Holder is to use their own unique Alarm code and alarm set by entering this code on exit and entry.

IF THE ALARM IS ACCIDENTLY ACTIVATED OR GOES OFF WHILE YOU ARE ON THE PREMISES YOU MUST RING A DESIGNATED KEYHOLDER COMMITTEE MEMBER (DETAILS ARE FOUND IN KEY HOLDER USER FILE).

- KEY HOLDERS MUST ENSURE they sign in and out of the facility and make sure other members sign in/out too.
- All exterior doors and windows to be checked and locked before exiting facility.
- All doors and rooms inc. toilet to be checked prior to exiting facility.
- All lights, electrical equipment (i.e. stereo, TV, laptops, kettles, treadmills etc), water heaters are switched off.
- Ensure that the Gym Emergency Exit is **NOT** wedged open when exiting the facility. Re-check this once closed and ensure **ALL** fire doors are closed and **NOT** wedged open.
- Close and lock the Boat Shed door.
- Ensure that the external periphery fence gates & barrier to the Clubhouse site are bolted and padlocked.
- If you leave the site unattended, please make sure that the clubhouse and boat shed are locked up.
- In the event of an incident, accident, near incident or unsafe situation the Key Holder must report them to the Captain or Vice-Captain (designated Club H&S Officer) and record in the Club Diary.
- In the event of a Fire the Key Holder must ensure all persons leave the building by the nearest exit. Green signs with a running man indicate exits. Do not stop to collect personal possessions. Assemble at Clubs the Fire Assembly Point.

Key holders are discouraged from sharing keys with other members. If in exceptional circumstances, this is required, it is the responsibility of the individual key holder to ensure that the member is fully aware of the procedures above and security of Portadown Boat Club Facilities & Equipment remains with the designated key holder.

The keys are the property of Portadown Boat Club and the committee must be notified should these be lost and a replacement set produced at the cost to the key holder in line with Clubs Key Holder Policy & Procedures.