

Key Fob Holder Agreement

Number of Key fob issued:	
Group Name:	
Key fob allows access to:	
Key fob issued to (name):	
Address:	
Telephone:	
Email:	

Before the above key fob can be handed to you, you are asked to acknowledge the conditions of use and sign the declaration below (please tick):

- The key fob is for my own personal use and will not be given to anyone else or copied.
- I will report the loss of this key fob immediately.
- I will only access the building at the times booked and for the specific activities which have been agreed with FCA.
- I will leave the building in the condition which I found it in.
- I will remain on the premises whilst my booking is in progress.
- I will take all reasonable steps to ensure that no one enters the building other than in connection with the activity for which the key fob was issued.
- I understand my responsibilities relating to the security system and fire precautions on the premises and will take all reasonable steps to ensure the safety and security of the building and the people within the building, who have entered as a result of me being a fob holder.
- I will check the building is empty and secure at the end of my allocated session and set the alarm if requested to do so.
- I am responsible for returning the fob to Fearon Hall staff when I cease to undertake the role for which the fob was issued.
- I will return the fob to Fearon Hall staff if requested to do so due to being in breach of any of the above.

Print name:	
Signature:	
Date:	