



# The Methodist Church

Weybridge Methodist Church and Community Centre  
c/o Heath and Mayfield Road  
Weybridge  
Surrey  
KT13 8TB

## Key Policy

By signing this document, you hereby acknowledge and agree to the following:

1. That you have taken receipt of the following key doors of the church building:

Key doors (please state: e.g. glass door, Main Hall doors, cupboard door)	Number of key/s

2. That you will take full responsibility for the key and will notify [weybridgemethodistoffice@gmail.com](mailto:weybridgemethodistoffice@gmail.com) if the key is mislaid, lost or stolen so that appropriate measures are taken to ensure the security of the building. Further to this, you agree to pay a penalty to help cover the cost of a replacement lock and keys for the existing users should the lock require replacing due to misuse or loss of key as above.
3. That you ensure that you lock up the building on exiting, except in the instances when another let or a church member, who already possesses a key to the door by which you normally enter and exit, and who is using the building upon your exit, agrees to lock up after you. If and when this is the case, you will email to [weybridgemethodistoffice@gmail.com](mailto:weybridgemethodistoffice@gmail.com)
4. That you will not give the key to another person or make copies of the key without prior written permission from **Weybridge Methodist Church**.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Organisation/Group (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_