

## KEY HOLDER POLICY

The Norwich Astronomical Society is very fortunate in having its own Observatory site which is in a dark location and we want members to be able to take advantage of these facilities.

A key holder policy was introduced intended to take into consideration providing members with keys to facilitate access and exit whilst maintaining the security requirements under our insurance policy.

The intention behind providing a small group of members with keys is for the mutual benefit of the Society and Member. It is a requirement that any key holder must be actively accessing the site for the purposes of observing, maintenance and/or events including Club Nights. If a key holder does not perform any of these activities then there is no reason for them to hold keys.

The Key Holder Policy has now been reviewed by the NAS committee and updated as follows:-

### ISSUE OF KEYS to MEMBERS

Keys will not normally be issued to members within their first 2 years of membership, apart from office bearers. This is to ensure members are fully aware of our site, the way it operates and that they are committed to the Society. Exceptions to this are at the discretion of the Committee. Each set of keys will be issued until 31<sup>st</sup> August when membership renewal is due.

Upon renewal of their membership, the keyholder will be asked whether they wish to retain their keys for a further year provided the following conditions have been met:-

- All key holders will be expected to have hosted a minimum of 2 or 3 'events' (pro-rated if keys are held for less than a year). An event is defined as:
  - An observing session which the key holder organised and attended
  - A Friday 'Club Night' , for which the key holder opened/closed the facilities
  - Any maintenance activity, including allowing tradesmen on site.
  - Any other 'event' such as group visit, public visit, etc., where the key holder opened/closed the facilities and attended.
- All key holders will be expected to treat security seriously, ensuring that the site is left locked with no unnecessary lights or equipment left on and all water taps turned off.
- All key holders are required to notify other members when the site will be open, using the NAS forum, to ensure that the benefits of access can be shared.
- The key holder has responsibility for the appropriate behaviour and safety of everyone present.
- The key holder has the responsibility to speedily notify members of the committee of any problems or issues encountered when using the site.
- Key holders are required to complete the Club House Log Book when the site is opened and closed (it is acceptable for someone else to close the site provided they are a key holder).

Key holders should be provided with an information sheet outlining the required tasks. New key holders should be 'walked' through the process.

A refundable deposit of £30 is payable, in advance, for each set of keys. This is because any loss of keys will incur the Society significant costs in replacing locks and keys to all key holders.

Administration of key holder fall under the remit of the Membership Secretary who can issue appropriate reminders at renewal time.

Applications for keys will be reviewed and authorised by the Committee.