

## **Key Holder Policy**

The Tamar Bridge Club Premises is the St Leonards Memorial Hall, 240A St Leonards Rd, St Leonard, 7250

The Hall is leased from The Launceston City Council.. The Club was given access to 15 keys

Keys can be held by

- a) Committee Members
- b) Dealers to the premises
- c) Other persons requiring regular access
  - i) Directors
  - ii) Masterpoint secretaries
  - iii) Cleaner
  - iv) People conducting regular sessions or their assistants

At the conclusion of any of these requirements for access to the premises, the key must be returned to the Secretary

An up-to-date Key Register must be maintained by the Secretary

Broken Keys may be replaced by taking the original key to Jackson's Security

June 2024