**Key Issue Form**

Issue of keys to St Leonard’s/Community Rooms/both buildings (please delete as appropriate)  
Name of keyholder: ………………………………………………..  
Reason for issue of key:…………………………………………………..  
  
Before the keys can be issued you are asked to sign the declaration below and acknowledge the conditions of issue. This is to help carry out the policy of the Methodist Church to safeguard the children and young people in its care.  
  
I have never been convicted or cautioned concerning a sexual offence against children or young people.  
  
Signed:…………………………………………………  
Date:……………………………………………………  
  
These keys are issued to you under the following conditions:  
  
1. You shall not have any copies made from these keys  
2. These keys should not be lent to anyone else  
3. After your event/period of letting/term of office comes to an end, these keys should be returned to the Bookings Officer, 4 Matthew Wren Close, CB6 2UL  
  
I accept the above conditions of issue  
  
Signed:…………………………………………………  
Date:……………………………………………………