**Key Loan Agreement**

**Church/Hall user’s details:**

|  |  |
| --- | --- |
| **Full name** |  |
| **Address** |  |
| **Mobile number** | **Email** |

1. The church/hall keys remain the property of St Paul’s Church PCC.
2. If the church requests the keys back these must be returned promptly.
3. Prior to receipt of the keys a £100 deposit must be paid.
4. On return of the keys the deposit will be returned.
5. Keys must only be used by the undersigned user and must not be lent or copied.
6. The hall/church space must only be used at the agreed times in the hall/church hire agreement.

Signed (user):

Date: ……………………………

Keys given: □ Hall □ Church

Signed (on behalf of the church):

Date: ……………………………