



Version	5
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Facilities Access Policy

LCV has three main sets of keys:

❖ 1 set of **garage and toolshed** keys:

- This is held by the Toolshed Manager.

❖ 8 sets of **van** keys:

- These are held by the Leader/Driver Organiser and regular Task Leaders and regular Task Drivers.
- The holders of this set of keys are listed in the LeadersAndDrivers committee document.
- The Leader/Driver Organiser knows which 8 people hold a set of these keys.

❖ 2 sets of **site** keys:

- One set of keys for Bawsinch, stored in the glove box of the minibus.
- One set of keys for the upper barrier at Roslin Glen, stored in the glove box of the minibus.

LCV members can apply to the Committee for sets of garage and toolshed keys which they may desire for business related to LCVs aims and objectives. These will be issued:

- ❖ at the Committee's discretion;
- ❖ on condition that the LCV member keeps the Toolshed Manager updated with any changes in contact details;
- ❖ on condition that the Toolshed Manager is kept informed of tool borrowing requirements;
- ❖ on condition that equipment is signed in and out as required; and,
- ❖ on payment of the cost of copying the keys.

The Committee reserves the right to recall any set of keys at any time.