



Security & Out of Hours Working Policy

Ilfracombe Town Council

Ilfracombe Town Council will allow staff and users of The Ilfracombe Centre or the Lantern access out of hours (17:15 – 8:45 Monday to Friday and all day Saturday & Sunday) providing users agree to be responsible for security of the building during the times they are present. Please sign to accept agreement of the following:

- I agree to set/unset the alarm according to the procedures I have been given.
- My organisation agrees to cover any expenses incurred if:
 - 1) Call out/other charges are incurred if I set off the alarm in error
 - 2) Keys are lost
- I will inform the Facilities Manager immediately should any building keys be lost
- My organisation/manager agrees to me working alone in the building

Name

Signed

Manager

Signed