



WIRKS WORTH TOWN COUNCIL

TOWN HALL, WIRKS WORTH, DERBYSHIRE DE4 4EU

Email: enquiries@wirksworth.gov.uk

Website: www.wirksworthtowncouncil.gov.uk

Clerk to the Town Council & Responsible Financial Officer:
Paul Jennings BEng (Hons), Cert ICM

Office hours: 8:30am-12:30 Mon-Thurs

Date: _____

I have loaned the key to Fanny Shaw's Community Building from the Town Council on (Date) _____ @ (time) _____ and shall return it to the Town Council office on (date) _____ by (time) _____

I understand that whilst I am the custodian of the key to the building it is my responsibility to keep the building secure at all times and used only for the purpose(s) set out in the Town Council policy, of which I have seen a copy.

I understand that should the building/key be damaged/lost whilst in my care, that the Town Council reserve the right to seek recompense for such damage/loss.

Signed _____

Name (please print) _____

Address _____

Telephone _____

Email: _____

Please Note: The key to this building is a protected key and any attempt to obtain copies may jeopardise future use of any Town Council asset by the group or individual concerned.

Office use

Received back in good order: ____/____/____

Staff Initial: