

**Town of Holderness**  
**Town Hall Building Key Policy**  
**Adopted: October 11, 2011**

Keys to the town hall building will be issued in order to protect the security of the town's business offices, equipment and records, and to manage the use of the town hall under the following conditions:

1. Keys may be issued by the Town Administrator to the following elected officials for the duration of their term, employees if employed, and contractors if contracted by the town:
  - A. All regular full and part time employees whose primary place of work is in the town building.
  - B. All members of the Board of Selectmen who wish to have a key.
  - C. With the approval of the Town Administrator, vendors and/or contractors who regularly access the town building after regular business hours including but not limited to the town's contract assessor and office cleaning company.
2. Keys may be issued to individuals on an "as needed" basis for official town meetings, special events or recreational programs, with the approval of the Town Administrator. All such keys will only be issued for the time necessary to access the building for a specific meeting or event. Individuals are not to retain town building keys on a long term or permanent basis.
3. **General Terms and Conditions:**
  - A. All town building keys are numbered and each individual will be responsible for the specific key issued to him/her. The municipal secretary will maintain the master key list indicating what key was issued to whom.
  - B. All individuals issued a key must return his/her key to the town municipal secretary upon separation from employment, expiration of his/her term or service, or at the request of the Chairman of the Board of Selectmen or the Town Administrator.
  - C. No employee shall lend their key to anyone else without the prior permission of the Town Administrator.

Approved October 11, 2011:

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Peter Webster, Chair

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Christopher Devine, V. Chair

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John Laverack

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Shelagh Connelly

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Jill White