Key Holder Policy
General overview

- Keys are allocated on a needs basis, i.e facilitators, tutors and staff.
- Facilitated session members are not eligible for a key, members must be at practitioner or professional level.
- Practitioners and Professional members receiving a key will be decided upon by two staff members or 1 staff member and a board member.
- All key holders must receive a Health & Safety induction to the building prior to being issued a key.
- A list of all keys and who holds them will be kept on file by the management and board of directors.
- Should a member move on from the space or be away for more than 3 months, 12 weeks, Circus Factory will expect their key to be returned.
- Key holders must hold a valid First Aid certification.
- Keys must not be copied without permission.
- Keys must not be shared to non key holders without permission.

Staff

- PAYE office staff are to hold a key to the space and the office.

Facilitated training members

- Not eligible for a key

Practitioner and Professional members

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- Eligible for keys
- Must have completed the building induction.
- Must have a demonstrated practice and have the ability to self govern
- Must hold a valid First Aid Certificate
- Must be willing to facilitate sessions for other members of the community.
- If no facilitation of sessions occurs in 3 months, then the key must be returned to Circus Factory.

Artists in Residency

- Eligible for a temporary key.
- Must have a mini building induction on opening and closing procedures.
- Must return their key at the end of their residency.
- Must not facilitate sessions for members of the community without completing a full building induction or there must be someone who has completed the full building induction.

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