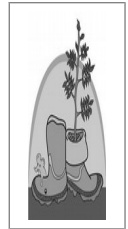


# Lothians Conservation Volunteers

www.lcv.org.uk



A registered Scottish Charitable Incorporated Organisation, No. SC020384

Version	4
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## Facilities Access Policy

LCV has two main sets of keys:

- 8 sets of **van, garage and toolsheds** keys:
  - These are held by the Leader / Driver Officer / regular leaders / drivers.
  - The Leader / Driver Organiser should know which 8 people have them.
- 3 sets of **site** keys:
  - The sets for Bawsinch and the upper barrier at Roslin Glen live in the minibus' glove box
  - The Tree Nursery Officer has the set for the Inch Nursery.

In addition LCV members can apply to the Committee for sets of toolshed / garage 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 LCV Tools Officer updated with any changes in contact details;
- on condition that the Tools Officer 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.