

## Key Policy

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### Purpose:

The purpose of this policy is to define who may be issued keys to the church building and who may authorize distribution of keys.

The ULV Board of Trustees adopts this policy with the intent of promoting the safety of the church's employees and the security of the church's building and its contents.

The issuance and use of keys shall be strictly controlled and accounted for.

### Key Types:

Main Doors = 3<sup>rd</sup> St. Entrance and Main Entrance (facing the Wachovia Bank Drive Thru)

Church Office

Minister Office

Audio Closet

### Authorization of Key Holders:

All persons requesting a key(s) to ULV must have a clear reason for needing a key(s) related to ongoing approved use and must be approved to have one by the ULV Board of Trustees and Minister.

### Keys for church business/ church events:

The following positions are authorized for the marked key type:

Position	Main Doors	Church Office	Minister Office	Audio Closet
Minister	X	X	X	
Board Trustees	X	X		
Office Administrator	X	X	X	X
Music Director	X	X		
Youth Ed Director	X	X		
Cleaning Contractor	X	X	X	
Sexton	X			
A/V Team Leader				X

Church members desiring a key must request one through the church's Office Administrator for review and approval of the Board of Trustees and Minister. Keys may be approved for check out for one time or upon each occasion of sporadic use.

**Keys for non-church events:** Keys are issued for use of the Church Building for non-church events by the Office Administrator after the approval of the Board of Trustees and Minister in accordance with the Facility Use Policy. The Key(s) must be returned upon the expiration of the facility use agreement. Each group requesting a key must have a designated responsible key holder and signed facility use

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agreement in place at the time of request. Facility Use Agreements may be renewed on an annual basis but expiration of an agreement without renewal will result in a request for the return of the key.

### **Responsibilities of Key Holders:**

- The key(s) is entrusted to the Key Holder only. Key(s) should not be loaned to others.
- The key(s) is not to be duplicated.
- A lost key(s) must be reported to the Office Administrator immediately and will incur a \$25 dollar fee (contributing to not only key replacement, but also lock replacement if necessary)
- The Key Holder is to lock what they have unlocked upon exit or be sure arrangements have been made with other building users to do so.
- The Key Holder is responsible for leaving the area of use clean and ready for the next user.

Key Holders shall indicate agreement with this policy by signing the Key Log Book which is kept in the Church Office and maintained by the Office Administrator. The Key Log shall include:

- Key Type & ID Number
- Person's Name
- Date & Time of Issue
- Purpose
- Key Holder Signature
- Name of person issuing the key and initials
- Scheduled date of return
- Actual Date and Time of Return

### **Key Return:**

Keys must be returned :

- at the end of Trustee's elected term
- end of employment
- end of service in church volunteer position
- end of church or single use event
- upon the expiration of the facility use agreement
- upon request of the Board of Trustees & Minister

If key is for a one time or short term event, the key should be returned to Office Administrator at Church Office during church business hours within 48 hrs of event conclusion.

The return of key(s) will be documented by the Office Administrator in the Key Log.

For purposes of this policy and to provide better control of keys, if a key holder changes positions, an annotation shall be made in the Key Log Book indicating the change in reason for being issued a key(s).