

KEY POLICY

CLARENCE PRESBYTERIAN CHURCH (CPC)

1. PURPOSE

In order to ensure the safety of those using the Church buildings and to protect the resources God has provided, the issuance and use of keys shall be strictly controlled.

2. DEFINITIONS

- A. Master Key A Master Key opens all doors in the building and is limited to Staff, custodians and those with building wide responsibilities.
- B. Entrance Key An Entrance Key opens all exterior doors and all internal hallway doors and is issued to those who need simple access.
- C. Room Keys A Room Key opens specific doors to offices, kitchen, mechanical equipment, storage rooms, etc and is limited to those who need regular access or are responsible for the room contents.
- D. Specific Keys Specific Keys are for files, cabinets and other equipment and are not normally issued to any individual. These are stored in a key locker located in Secretary's office and controlled by the Trustees with assistance from the Secretary.
- E. Key Holder A Key Holder is the individual who has been issued a key and agrees to comply with the terms of this policy.

3. POLICY

- A. A Key Holder shall only use keys for the purpose(s) requested in their application.
- B. Key Holders shall not loan keys to others, transfer keys to others or duplicate keys.
- C. Key Holders shall only open the doors necessary for the function or task approved in the application.
- D. Key Holders shall return keys upon completion of approved functions or tasks, stepping down from a position requiring a key, upon leaving the active membership of the Church, or when requested to do so by the Trustee Chair or Session Moderator.

4. PROCEDURES

A. Issuing a key

An individual requesting a key shall complete the Application Form and forward to the Trustee Chair for approval and assignment of the appropriate key.

The approved application will then be signed by the individual to indicate agreement with this policy and filed for reference when the key is issued.

B. Opening the building

The Key Holder shall only open the doors necessary to enter the building and open areas necessary for the approved task or function requested in the approved application.

If the building was found opened by another Key Holder, the Key Holders must agree on who shall close the building.

Only the required lights and other equipment shall be turned on.

If there are any signs of forced entry, vandalism, or theft, the Key Holder must leave the building and call 911.

C. Closing the building.

The Key Holder who opened the building is responsible to close the building unless a clear agreement is reached with another Key Holder to do the closing. Note that this responsibility is among Key Holders only and cannot be assigned to a non-Key Holder.

The building shall be checked to assure that no one is still in the building.

All lights and other equipment shall be turned off.

All interior fire doors shall be closed

All exit doors shall be locked and tested to assure that the panic bars have released and the latch pins set.

This policy approved by Session on October 25, 2009

CLARENCE PRESBYTERIAN CHURCH

KEY APPLICATION AND ASSIGNMENT FORM

1. APPLICANT INFORMATION

- A. Name _____ Date _____
- B. Address _____
- C. Phone Number _____
- D. Representing _____
- E. Event, Task or Reason for Needing a Key _____
- F. Date(s) of Event _____
- G. Approximate date for key return _____

2. TRUSTEE REVIEW AND KEY ASSIGNMENT

- A. Need Justified by Policy _____
- B. Building Use Submitted and Approved _____
- C. Type of Key Issued ____ Master ____ Entrance ____ Room ____
- D. Approved by _____ Date _____

3. KEY HOLDER ACKNOWLEDGEMENT

- A. Key Holder acknowledges receiving Key and copy of policy and agrees to abide by the policy without exception.

Signature _____ Date _____

4. KEY RETURNED

- A. Dated returned _____