

Building Entrance Key Policy and Procedure

1ST UU Church; Detroit MI

Drafted by the Board of Trustees October 2008

Adopted: October 2008

Policy:

Access to the 1st UU complex of buildings needs to be organized with clarity and safety in mind. Therefore, it is necessary to: (1) Know who has access to what areas of the facilities; (2) Ensure that those with access have a need to do so as defined by the Board of Trustees; (3) Optimize efficiency of staff supervision of building access. Various individuals including paid staff, office space renters, congregation members engaged in church related activities or work need building access by use of key or card key. Safety of all building users is to be emphasized by having a clear policy that will detail procedures to clarify who has keys or card key.

Recommended Procedure:

The following shall be the procedure for the assignment of a building access key or card key:

1. Each staff member will be given a key to access the building. Each staff that is given a key will sign for the receipt of the key. This receipt of the key including date, name, and which key will be kept in the Office and maintained by the Office Administrator (staff) under the direction of the Senior Minister.
2. Each Officer and/or Board Trustee and/or Portfolio/Committee chair will be provided an allocated key on a "need to have" basis to be determined by the Trustee or Committee Chair and the Senior Minister. Each Officer and/or Trustee and/or Chair who is given a key will sign for the receipt of the key and pay a deposit of \$20. The deposit will be returned to the Officer/Trustee/Chair when the key is returned to the Church when no longer needed by that person. This receipt of the key including date, name, and which key and noting a \$20 deposit was made will be kept in the Office and maintained by the Office Administrator (staff) under the direction of the Senior Minister.
3. The Senior Minister has the discretion to issue keys to others including but not limited to building renters. Each person who is given a key will sign for the receipt of the key. The receipt of the key including date, name and which key will be kept in the Office and maintained by the Office Administrator (staff) under the direction of the Senior Minister. Replacements for lost keys will cost \$20 per key. If a key or key card is lost, it must be reported to the senior Minister immediately.

In addition, there will be an annual review at the beginning of each fiscal year to clarify any issues with the policy and assess individual's need for an entrance key or key card. This is to be done by the Senior Minister or Building Manager or their designee.