

**All Souls Unitarian Universalist Congregation
Policy on Building Security and Keys**

All Souls Congregation takes seriously the security and safety of its members, friends, staff, community members and others who use the building. In addition, we have a shared responsibility to protect our building and its contents. We also recognize the need for professional and lay leaders and staff to have building and room access sufficient to work effectively and efficiently.

To these ends, the Board of Trustees issues the following policy on building security and keys:

A single key will be assigned to staff members whose work requires it, to members of the Board of Trustees, Committee Chairs and others as appropriate.

Individuals will be solely responsible for the keys issued and shall agree not to lend, duplicate, or give keys away.

The Office Administrator shall distribute keys to approved keyholders and shall keep a current list of all who have been assigned keys. The office administrator shall consult with the minister and executive board.

At the close of each fiscal year (in June) retiring Board members and Committee Chairs will return their keys to the Office Administrator. Keyholders will be re-authorized in writing each year as appropriate.

Any keyholder who should resign, leave the area or complete an activity requiring a key, will return the assigned key immediately.

The first lost key will be replaced at no cost. Additional lost keys shall be paid for by the assigned keyholder.

The Congregation will budget for re-keying of all locks as needed.

The Office Administrator will create a system for the short-term (less than one year) use of a key.

Use or assignment of building keys to nonmembers will be decided on a case by case basis. The Office Administrator will make available a list of keyholders. The Board of Trustees and the Facilities Chair will be aware of any assignment of keys to nonmembers.

Use of keys as outlined in this policy shall correspond with the use of keys in other policies, such as the Building Use Policy.

=====tear off for office use=====

I agree to abide by the policy of All Souls regarding the key I have been given:

Name _____ Position: _____

Key # _____ Jay St. / Huntington St. Date: _____