

## **Greenville UU Fellowship**

### **Key Use Policy**

**Purpose:** In order to ensure the safety of people using the buildings of the Greenville Unitarian Universalist Fellowship (GUUF) and to protect GUUF property and resources, the issuance of keys shall be controlled and accounted for. This policy is intended to facilitate the use of the Fellowship while maintaining both the safety of its users and the integrity of the buildings and their contents.

#### **Key Issuance and Accountability**

Key authorization is determined by criteria established in this policy. Keys will be issued as needed to permanent employees, members of the Board, Committee Chairs and/or members of Program Council, Covenant Circle facilitators, and renters. One key will be issued per group.

Persons receiving a key shall indicate agreement with the Key Holder Policy by providing the following information: Name, contact phone and email, position, type of key, dates of key(s) issued and (when appropriate) return. Information will be logged by Administrator.

The key log and undistributed will be kept securely in the locked and wall-mounted key cabinet in the file room. The Board President (or designee), Buildings & Grounds Chair, Administrator and Minister shall have access to the key log and keys.

All keys are to be used only in the performance of GUUF responsibilities. The loss or theft of keys must immediately be reported to the Administrator.

Under no circumstances should key holders duplicate or allow duplication of keys.

#### **Responsibility for the Issuance of Keys**

The issuance of all keys shall be the responsibility of the Administrator. The Administrator is authorized to distribute keys based on the criteria detailed in this policy. Appeals may be made to the Board.

#### **Key Return**

Keys must be returned when:

the holder is no longer a member of GUUF;

the holder is no longer in the position for which the key was issued; OR

key return is requested by Board President, Administrator, Treasurer or Minister

Upon return of the key, or when a key holder changes positions, an annotation will be made in the keylog to indicate return date or change of position. There is a \$20 fee for replacing a lost key.

## Loaner Keys

The Administrator will have “loaner” keys available for short-term use , keys issued for short term use must be signed for, key recipient providing contact information, purpose/event, when and to whom key will be returned.

**Frequently Issued Key Types** (See Addendum A: Key List for full accounting of keys)

Key Type	Holder(s)
Main Building Master	
Staff Office Keys	
Sanctuary	
Sound Room	

**Keypad Access:** All permanent employees will use the Staff Code. Anyone else that has need to access the office will use the Volunteer Code. The Volunteer code will only be given to those persons who have a specific need, due to their role at the Fellowship, to access the office outside of business hours (ex. Ways and Means, Pastoral Care, Building & Grounds, UUWOC Director, UUWOC Admin, UUWOC Chair).

Holders of the code should be aware that they should not share the code with others, and that it is subject to change. The office administrator will keep a list of those people who are authorized for both codes, and will notify them if the code has been changed.

Revision History	
Responsible Committee and Staff Member: B&G, Fellowship Administrator	
<i>Date</i>	<i>Description of Revision</i>
October 2020	Created and Adopted by Board (10-14-20)