

UUCB Key Policy

Statement of Policy	It is the policy of UUCB to provide keys to church buildings to individual who have need to access the property for specific activities or functions.
Eligibility for Keys	Keys shall be issued to those whose functions require them to have keys. This includes: <ul style="list-style-type: none">• Staff• Committee Chairs• Officers• Chairs of temporary groups or task forces• Contracted cleaning staff• People who rent space in the church
Responsibilities	<p>The Church Office Administrator is responsible for:</p> <ul style="list-style-type: none">• Issuing and collecting keys, and for keeping records of these actions;• Collecting and returning abloy key deposits and keeping records of these transactions;• Once a year, reviewing the list of those holding keys and requesting the return of keys from those no longer having a need for them. <p>Individuals who have keys are responsible for returning the key to the Church Office Administrator:</p> <ul style="list-style-type: none">• When an individual steps down from performing a particular role or function; or• Forty-eight hours after the event for which an individual has rented space has concluded.
Fees	Renters must pay a \$10 deposit for the use of a church key.
Date approved by Board	December 17, 2001