

UUCB Key & Access Policy

Statement of Policy	It is the policy of UUCB to provide key, key card or key fob and/or access code to the church building to individuals who have need to access the property for specific activities or functions.
Eligibility for Building Access	<p>A Key Card or Key Fob shall be issued to those whose functions require them to have building access. This includes:</p> <ul style="list-style-type: none">• Staff• Committee Chairs if needed for after-hours programming• Officers• Chairs of temporary groups or task forces• Hosts for rental groups (Rental Subcommittee members)• Contracted cleaning staff• People who rent space in the church for ongoing activities• <p>All-access key shall be issued only to staff and individuals above who require access to the office and/or locked rooms (Minister's Office excluded)</p>
Responsibilities	<p>The Church Office Administrator or designee is responsible for:</p> <ul style="list-style-type: none">• Issuing and collecting keys, key card/fob, access code and for keeping records of these actions, and recording contact information for all keyholders;• Programming exterior and interior devices for new users, and for changes to existing user settings as needed• Communicating with security monitoring provider to update their files whenever changes are made;• Once a year, reviewing the list of those holding key card/fob or keys and effecting their return 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 series for which an individual has rented space has concluded.
Fees	Renters must pay a fee, as determined by the Board of Trustees, for the replacement of a lost church key, key card or fob.
Date approved by Board	Approved June 20, 2017 (updated from version approved on December 17, 2001)