

<b>Document #:</b>	General G-3	Created:2015
<b>Title/Subject:</b>	Keys & Access Devices	Revised: 1/13/2019
<b>Purpose:</b>		Reviewed/Unchanged:
<b>Operational Authority:</b>	(Board, Administrative, Committee name)	

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## Procedure

1. The Office Administrator distributes keys and access devices. In the absence of the Office Administrator, the Congregational Administrator may distribute access devices and keys.
2. All key or access device requests must be justified:
  - Long term –Entry to the church is needed on a weekly basis, or for a role such as staff, sexton, worship associate or committee chair.
  - Presenting a program – The front door will be programmed in advance for the length of the program. Access devices will be issued for the function at the discretion of the Office Administrator.
3. You will be asked to pick up an access device in person and make a deposit.
4. Access devices no longer required by an individual will be deactivated and returned to the church office, with a return of the deposit mailed to the individual. Failure to return the device results in a forfeiture of the deposit.
5. Replacing a lost key results in forfeiture of the previous deposit and a new deposit will be assessed.
6. The Office Administrator will conduct yearly audit of access devices.
7. Please **do not** lend your access devices or interior keys to others. You are responsible for your access device and any actions resulting from its use.
8. There is a separate procedure for persons leasing the building.

## Associated Documents

Example: Finance Policies - F-4 - Sharing the Offering with Charitable Organizations