KEY POLICY

Maintenance Responsibility: Building and Grounds Committee

Adopted: 01/26/2015; Revised: 02/23/2015

It is Bower Hill policy to minimize the number of church keys in circulation and to maintain accurate accounting of who is in possession of those keys. The policy is complicated by the fact that there are several sets of doors to the church, each of which requires a different key.

This policy amplifies the associated Policy and Guidelines for Facility Use and should be read in conjunction with it.

Specific details of the Key Policy are as follows:

- No one may be given a full set of keys that unlock all of the church doors without explicit Session approval. Such approval will be restricted to the Pastor, the Custodian, the Chair of Building and Grounds, and any others responsible for maintenance or security of the church.

- Other staff members (Church Secretary, Financial Secretary, Director of Christian Education, Director of Music Ministries) will be given keys only to the portico and office doors.

- In general, other individuals will be given only a single key and must restrict their access to the set of doors unlocked by that key.

- Everyone who unlocks a church door must follow the following procedure: unlock and open the door, relock the door with the key, step through the door and let it close. This procedure avoids the possibility of forgetting to relock the door when leaving the building. If additional people require entry through this and other doors, these doors must be unlocked using the crash bars (and relocked before leaving the building). (Crash bars provide visual evidence that they are unlocked, whereas doors unlocked by key provide no such indication.) The only exceptions to this procedure are the narthex and portico doors which do not have crash bars; these may be left unlocked, but the person who unlocks one of these doors is responsible for relocking it when exiting the building.

- Anyone receiving a church key must present themselves to the Church Secretary, provide proof of identity, and sign and date a receipt for the key. The receipt will include a full copy of this policy (minus the final bullet) and a declaration that the key will not be duplicated. A copy of the receipt will be given to the recipient.

- No key holder will use his/her key to access the church with a child or children not his or her own (or of whom the key holder is not a legal guardian or foster parent) at a time when there is no church-related or planned group activity being held in which the child and the key holder are involved. This is intended to prevent a situation where an adult key holder is alone with a child in the facility.

- The Church Secretary will maintain a file of receipts for all keys in circulation.

- All unassigned keys will be stored in a padlocked box mounted to the inner wall of the church office closet, with the padlock combination known only to the Pastor and the Church Secretary.

- Members of organizations with recurring access to the church (Braillists, Compassionate Friends, DART, Mayfair on Moffett, Scouts) may retain their keys indefinitely. However, a key may not be transferred from one individual to another in the organization until the recipient signs a key receipt.; that is, the holder of every
key must have a signed receipt in the church office. Annually, the organization must confirm to the church their specific individuals who hold church keys.

- Those individuals responsible for a one-time event (concert, luncheon, meeting, party) will be given a single key no earlier than one week preceding the event and must return the key no later than one week following the event.

- Any exterior doors that are replaced must utilize the same non-duplicatable key. As resources become available, the remaining exterior doors will be re-keyed to match this universal key and all other keys will become obsolete.