

GRACE UNITED CHURCH, Caledonia

Policy and Procedure Manual

Policy Title	CHURCH KEYS	Policy Number	PPM-G6.1
Date of Approval by Council	pre-2007		
Revision Dates	Jan 18, 2018, Dec. 4, 2018	Date of next Review	May 2025

PURPOSE:

To provide for the security of the church building and its contents through proper care and control of access keys.

POLICY STATEMENT:

Individuals requiring access to Grace United Church for approved purposes may apply to the church office for a numbered entry key.

Current members of the Church Council, up to two leaders of recognized groups, the designated contact(s) for each renter, staff and contracted employees are all considered to have an approved purpose. Other individuals with specific access needs may be approved by the Church Stewards on a case-by-case basis.

As a nominal acknowledgement of the cost of replacement and the responsibility to safeguard the key, regardless of the reason it is issued a **\$20 deposit is payable for each entry key** by the person receiving it.* Deposits are fully refundable after all keys are returned.

Individuals (primarily staff, contracted employees, and Council Executive) requiring access to the church office to perform their duties may also apply for an office access key and/or other specific keys. No office access key will be granted to any renter.

Key holders are responsible for returning all keys should they leave the role for which the keys were issued. When a new individual assumes a role, the original key holder must notify the church office and the new person sign for the key/exchange deposits.

Lost or damaged keys must be reported to the church office. The deposit for any damaged key will normally be transferred to a replacement key.

Long-term key holders are responsible for updating the church office of changes to their contact information or reason(s) for having the key(s).

All keys remain the property of Grace United Church. The Stewards reserve the right to ask for the return of any key at any time, for any reason.

Groups/renters not requiring access for two or more months should return their keys to the office for safe-keeping and to facilitate needs for summer-only groups/rentals.

GRACE UNITED CHURCH, Caledonia

Policy and Procedure Manual

Key holders opening the church are responsible for taking due diligence to ensure that all doors are secured again before the last person leaves the building.

*For each entry key issued to staff/contracted employees the required deposit amount will be recorded as a long-term receivable in the church records. In the event the key is lost (or not returned when required) the forfeited deposit amount will be billed & deducted from the next payment (if applicable) to said person.

POLICY REVIEW:

Time Frame: Every three years

Committee Responsible: Stewards

Revisions to the Policy require Council approval.

Dec 4, 2018 update:

- Provision added for staff not to have to pay deposit up-front

CROSS REFERENCES:

Key Sign-Out Form