

POLICY NAME: Building Keys

1. Purpose

- 1.1. This policy describes the issuance and control of keys to the Deer Lake United Church building.

2. Scope

- 2.1. This policy applies to the Church Secretary, the Stewards Committee and anyone in possession of keys to the DLUC building.

3. Policy Statement

- 3.1. The Church Secretary shall administer the building keys on behalf of the Stewards Committee.
- 3.2. Keys may be provided to any member of the Board or Music Team who has a legitimate need to access the DLUC building outside of DLUC worship, fellowship or office hours. Keys are also provided to long-term tenants.
- 3.3. Requests for keys from anyone other than a member of the Board or Music Team, or from a long-term tenant, must be approved by the Stewards Committee. The Stewards Committee may, at its discretion, defer approval to the Board.
- 3.4. Issued keys must provide the minimum level of access necessary to satisfy the needs of the requestor.
- 3.5. The Church Secretary shall keep an up-to-date record of all keys issued and returned, including the key type, date of issue, person the key is issued to, and return date.
- 3.6. The Stewards Committee will, at least once every five (5) years, have all of the building locks re-keyed and have new keys issued as appropriate.

4. Definitions

- 4.1. **Board:** The Official Board of DLUC, comprising the Board Executive and members at large of all DLUC committees. Please refer to the current Committee List for a complete list of Board members.
- 4.2. **Board Executive:** Comprises the Chairperson, Vice Chairperson, Minister, Board Secretary, Treasurer, Envelope Secretary and the Chairpersons of the Committees.
- 4.3. **DLUC:** Deer Lake United Church
- 4.4. **Music Team:** Comprises the Choir Directors and Organist
- 4.5. **Tenant:** Anyone renting DLUC facilities. This term normally refers to long-term rentals (a month or more), but may refer to anyone paying rent for the use of DLUC facilities, regardless of duration.

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5. Responsibility / Owner

5.1. The Stewards Committee Chairperson is responsible for ensuring that this policy is up-to-date and adhered to.

6. Legislative Context / External References

6.1. None.

7. Associated Documents / Internal References

7.1. None.

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Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: Stewards Committee Chair Person

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2006/06/20]

Date the current version was approved

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