

# UNITARIAN-UNIVERSALIST FELLOWSHIP OF POUGHKEEPSIE POLICIES & PROCEDURES

## Key Distribution Policy

EFFECTIVE DATE: 10/19/07

**PURPOSE:** to ensure keys to the Fellowship building are given to persons with a realistic need to have such a key and to ensure proper tracking of all persons with Fellowship keys.

**POLICY:** Keys to the Fellowship building will be loaned out only to those persons with a need to have such a key. Keys are Fellowship property and must not be duplicated. Keys are “loaned” and not given to members or renters for their personal use. Keys are to be used only for Fellowship or rental business.

### PROCEEDURES:

1. Keys to the Fellowship can be loaned to the following persons only:
  - The Minister (for the term of her or his employment)
  - Board of Trustee members (for the term on the board)
  - Committee Chairs or co-chairs (for their term as chair)
  - The Secretary (for the term of her or his employment)
  - The Custodian (for the term of her or his employment)
  - Renters under contract (for the term of their contract)
  - Persons serving the Fellowship in any other capacity, as designated by the Minister or a member of the Executive Committee
  - Other persons who have a specific need to enter the building when the building is not already open may borrow a key on a one-time basis after receiving approval from the Minister, Board member or Committee chair.
  
2. **Tracking and storage** of the keys will be maintained by the Fellowship secretary. The secretary will develop a Key Log with the appropriate tracking forms that will be kept on the main computer as well as a hard copy binder in the office. He or she will ensure that all persons surrender keys when their term, contract or other reason for having a key is finished. She or he will also ensure that new persons requiring keys (as outlined in paragraph #1) will receive them.
  
3. **Missing keys:** any one who misplaces or loses a key must report it immediately to the secretary, who will inform the Buildings and Grounds Chairperson.