

ST. PAUL'S EPISCOPAL CHURCH

BUILDING ACCESS POLICY

Criteria for Issuance of Permanent and Temporary Keys

Effective January 2011

PURPOSE

This policy relates to the distribution of keys to the buildings that comprise the campus of St. Paul's Episcopal Church in Cary, NC (hereinafter, the "Church"). The purpose of this document is to establish a list of criteria for the issuance of Permanent and Temporary Keys.

SCOPE

This policy applies to all Clergy, staff, parishioners, and outside groups that require access to any or all Church buildings.

POLICY STATEMENT

In addition to being a place of worship on Sunday mornings, the Church is used throughout the week by staff, Pre-School, ministry groups, social events, outside groups (e.g. AA, Scouts), etc. This varied use necessitates the need for certain individuals to have access to one or more buildings; however, for insurance and security purposes, it is necessary to establish a method for authorizing and distributing access keys.

* No keys will be issued to persons under the age of 21.

All requests for keys must be made in writing, and must be authorized by the appropriate approving body, as outlined below. All keys must be safeguarded while in the possession of an individual, and under no circumstances are keys to be duplicated by any person other than the Office Manager.

PROCEDURE

A. Key Types

Depending on the needs of the individuals, access keys can be formatted to open one or more specific buildings. Master keys that provide access to every building, as well as most (but not all) offices and or classrooms, will be issued on a restricted basis. Generally, Master keys should only be issued to the Priests, the Vestry, designated Staff members, the Sexton, and the chair of the Facilities Management. Outside organizations should never be issued a Master key. The offices of the Priests and Church Staff will be accessible only by those persons.

B. Requests for Keys

There are two types of key requests: Permanent and Temporary. All requests for keys must be made via the Key Request Form. The Office Manager will maintain a database of all key holders.

1. Permanent Keys. All requests for Permanent keys must be approved by the Senior Warden or Jr. Warden. See Request Form for Permanent keys.

The following groups or individuals are considered eligible to apply for Permanent Keys:

- a. Clergy

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- b. Parish Staff
- c. Vestry Members
- d. Parish Treasurer
- e. Assistant Treasurers
- f. Leader of a Ministry that must have access to church buildings on an on-going basis after normal office hours.
- g. Leader or members of a Ministry that performs its functions on Sunday morning and needs access to church buildings before Clergy arrive, or after lock-up.
- h. Parishioners who must have access to church buildings on a regularly scheduled basis to attend parish-related meetings after normal office hours.
- i. Parishioners who perform routine or emergency maintenance and repairs to church facilities on a volunteer basis.
- j. Leaders of outside groups who use church buildings on a regular basis after normal office hours.

2. Temporary Keys. A Staff member signature is required for all Temporary key requests. See Request Forms for Temporary keys.

The following groups or individuals are considered eligible to apply for Temporary Keys:

- a. Leader or members of a Ministry that needs access to church buildings on an occasional basis after normal office hours.
- b. Leaders of outside groups who have been granted permission to use church buildings for a specific one-time event.

C. Permanent Keys

Only those persons who require access to the Church on a regular basis will be issued Permanent keys. The list of Permanent key holders will be audited once a year. This should be conducted immediately after the Vestry Retreat to include the newly elected Vestry Members. When a Permanent key holder either leaves the parish or no longer performs in a function that necessitates the need for a Permanent key, the key must be returned to the Office Manager.

D. Temporary Keys

Temporary keys can be issued to individuals who have a short-term need for access to a specific building. Temporary keys can be issued for either a single event or up to a maximum term of one month. The term can be extended for additional one-month periods; however, a new Key Request Form must be completed for each extension. All Temporary keys must be returned to the Office Manager at the end of the approved term.

E. Issuance of Keys

All keys shall be maintained in a lock box installed in the Church office. The Church Secretary and Office Manager are the only persons authorized to issue keys against a properly approved Key Request Form.

F. Methods Of Submitting Completed Forms

- 1. Mail to the attention of Office Manager
- 2. Drop in Offering Plate
- 3. Drop off at the Church Office M-F 9:00am – 3:00pm

KEY REQUEST FORM

REQUEST FOR PERMANENT ACCESS KEY

NAME: _____

ADDRESS: _____

TELEPHONE: (HOME) _____ (WORK) _____

E-MAIL: _____

REASON FOR REQUIRING PERMANENT ACCESS KEY: (If you are the head of a Ministry group or outside organization, please indicate the name of the group and the frequency of your meetings)

BUILDING(S) REQUIRED TO ACCESS (Circle the buildings and check the room(s) for which access is required):

<u>Education Building</u>	<u>Chapel Building</u>	<u>Church Building</u>	<u>Other</u>
<input type="checkbox"/> Parish Hall	<input type="checkbox"/> Chapel	<input type="checkbox"/> Church	<input type="checkbox"/> Other:
<input type="checkbox"/> Kitchen		<input type="checkbox"/> Conference Room	
<input type="checkbox"/> Room 2	<u>Church Building</u>	<input type="checkbox"/> Cry Room/Bride's Room	
	<input type="checkbox"/> Key Card	<input type="checkbox"/> Youth Wing	
<input type="checkbox"/> Room 10			
<input type="checkbox"/> Library			
<input type="checkbox"/> Entire Building			

I agree to safeguard the Permanent key issued to me, not to copy it, not to give it to anyone, and to return it to the Church Office immediately upon the termination of my need for it, or upon request by the Office Manager. Any Key Card that needs to be replaced due to loss or damage requires \$5.00 to replace

Signed: _____ Date: _____

Approved By: _____ Date: _____

For Office Use Only

Key Number _____ Issued By _____

KEY REQUEST FORM

REQUEST FOR TEMPORARY ACCESS KEY

NAME: _____

ADDRESS: _____

TELEPHONE: (HOME) _____ (WORK) _____

E-MAIL: _____

DATE(S) ACCESS REQUIRED: _____

REASON FOR REQUIRING TEMPORARY ACCESS KEY:

BUILDING(S) REQUIRED TO ACCESS (Circle the buildings and check the room(s) for which access is required):

<u>Education Building</u>	<u>Chapel Building</u>	<u>Church Building</u>	<u>Other</u>
<input type="checkbox"/> Parish Hall	<input type="checkbox"/> Chapel	<input type="checkbox"/> Church	<input type="checkbox"/> Other:
<input type="checkbox"/> Kitchen		<input type="checkbox"/> Conference Room	
<input type="checkbox"/> Room 10		<input type="checkbox"/> Cry Room/Bride's Room	
<input type="checkbox"/> Library		<input type="checkbox"/> Youth Wing	
<input type="checkbox"/> Entire Building	<input type="checkbox"/> <u>Church Building</u> <input type="checkbox"/> Key Card		

I agree to safeguard the Temporary key issued to me, not to copy it, not to give it to anyone, and to return it to the Church Office immediately upon the termination of my need for it, or upon request by the Office Manager. Any Key Card that needs to be replaced due to loss or damage, requires \$5.00 fee to replace it.

Signed: _____ Date: _____

Approved By: _____ Date: _____

Key Number _____ Issued By _____

Date Issued _____