

Advent Lutheran Church

POLICIES AND PROCEDURES

Key Control Regulations

Advent Lutheran Church has adopted the following policies, regulations and procedures to better protect the church's property and ensure that keys are issued to the proper persons.

Advent personnel or others working at Advent's property may be issued keys to the church building upon the recommendation and approval of the church council and pastors in accordance with established procedures. Personal responsibility is assigned to individual key holders. Issuance, control and recovery of all keys assigned to personnel, volunteers and groups should be done through the church office by a designated person in charge of key control and by signing a key release.

Keys will be issued for entry to Advent for conducting church business only. Any other business conducted on Advent Lutheran Church property must be approved beforehand by Advent Executive Committee, Pastors or Building and Grounds Committee after filling out building usage forms.

Also see Building Usage Guidelines in Policies and Procedures manual.

An authorized individual entering or leaving the locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours that it is locked. Guests may be permitted to enter with an authorized individual. The authorized individual assumes full responsibility for the presence of any and all guests.

An individual entering or leaving a locked area shall be responsible for securing the doors.

All keys remain the property of Advent Lutheran Church and shall be returned to the church office if any of the following conditions exist:

For Advent Lutheran Church personnel:

1. Upon termination of employment;
2. Upon the request of Advent Church Executive Committee or Advent pastors.

For Advent volunteers or authorized groups or individuals:

1. Upon the request of Advent Church Executive Committee or Advent pastors.

In no case is any key to be duplicated from any source.

All key and lock changes are to be made under the supervision of the Advent Building and Grounds committee. Keys to church-owned cabinets, drawers, closets, etc., within the building are not covered under these policies.

Keys shall be furnished upon request when available; but the issuance, control and recovery shall be the responsibility of the administrative assistant.

Keys are divided into the following types and shall be supplied only when approved by the proper authority:

A. Master Key, West Door, Preschool office and church office keys must be approved by Advent Church Executive Committee or pastor; B. Preschool classrooms, sub-master, storerooms or outside building shed must be approved by administrative assistant; and C. Administrative keys which include, but are not limited to cabinets, drawers, closets, etc.

Release of Keys form must be made by the person assuming sole responsibility of the key and building grounds. At the beginning of each calendar year the Advent council will be provided a list of individuals and their assigned keys. Anyone issued a key may be required to sign a release of key form annually to help maintain the accuracy of this list. Any discrepancies shall be fully explained for inventory adjustments.

All individuals shall report lost or stolen keys to the Advent Lutheran Church office as soon as possible. Advent Building and grounds committee shall direct any lock or key changes needed because of a breach in security.

Exceptions to this policy may be approved by the Advent Church Executive Committee at any time.

Key Request/Release Form

Requestor Information:

Date: _____

Church Staff

Preschool Staff

Volunteer

Guest / Other

Last Name: _____ **First Name:** _____

Home Address: _____ **Home Phone:** _____

Cell Phone: _____

Key Information: Main Building Preschool Other: _____

I have read and fully understand the Advent Lutheran Church Key Control Regulations.

Person assuming sole responsibility of this key must be the person signing:

Signature: _____ **Date:** _____

Signature of person authorizing this release: _____