**Key Policy**

Approved by the Vestry on (date)

**PURPOSE**

St. Swithen’s Episcopal Church shall provide facilities access and security procedures to assist key holders in maintaining the security of parish facilities. It is the responsibility of each key holder to ensure that such procedures are followed and to maintain the security of St. Swithens’ buildings and facilities to which they have access.

**POLICY**

* All keys issued shall remain the property of St. Swithen’s Episcopal Church.
* Keyholders are responsible for physically securing entrances and exits upon entering or leaving a room or facility after normal office hours (9:00 a.m. –4:00 p.m. Monday through Friday).
* All keys shall be returned to the Parish Office on or before the December 1 of each year.
* All keys that are no longer needed due to termination of contract or end of office term shall be returned to the Parish Office.
* Under no circumstances are keys to be transferred to any other individual that is not expressly listed at the time of issuance.
* If a key is lost or stolen, it is the responsibility of the individual assigned the key to immediately notify the Parish Office.
* A **$20.00** key charge will be assessed for lost, stolen or non-returned keys.
* Outside groups requesting building keys are required to leave a $20 deposit which will be returned upon receipt of the key issued.
* Under no circumstances are keys to be copied or duplicated without the notification of the Parish Office. Failure to do so may result in the loss of key privileges

Any persons in violation of this policy may have their key issuance privileges revoked.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key No. Issued Date Returned Date Issuer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Issued to *(Please print)* Signature & Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Home Phone Work or Cell Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Will be an authorized user responsible for the use of Key No. \_\_\_\_\_\_\_\_

*(Please print)*