



Grace Covenant Church Key Policy

Purpose

This document establishes Grace Covenant Church's policy for the assignment and use of keys to access the church building. For the purposes of this document, the word 'key' is used to represent either a traditional metal key and/or a keycard.

Short-Term and Long-Term Keyholders

Keys to the church will be made available to those who need regular access to the church (long-term) and to those who need access for specific occasions (short-term).

Individuals responsible for a one-time event (concert, luncheon, meeting, party, etc.) will be given a single key no earlier than one week preceding the event. That key must be returned no later than one week following the event. If there are multiple events over a short duration, a key may be issued to cover this entire period.

Internal, External, and Balcony Keys

For most keyholders, only external keys will be issued. For those with a demonstrated need, internal or balcony keys may also be issued.

Distribution and Collection

Keys are issued at the discretion of the church's elders. The church office will distribute the keys as well as maintain a key control log.

The church's elders and/or their representatives will regularly review the key control log and may request keys to be returned if a long-term keyholder no longer has a need for the assigned key(s). **An Important Thing To Remember...** It should be understood that receiving a key is not an assessment of value, but of need. Therefore, when your need for a key has been determined to no longer exist, please do not interpret the request to return the key as a diminishment of value.

Requests

1. Read the Grace Covenant Church Key Policy (this document).
2. Fill out a digital key request form, indicating your willingness to follow the rules and procedures established in this document.
3. If your request is approved, you will receive an email confirmation with additional instructions on how to pick up or return your key(s). Typically, keys can be picked up from the church office during regular business hours, 8:00 a.m.-4:00 p.m. Monday-Friday (holidays excluded). It may be advisable to call and verify that the key(s) needed are available for pickup. To pick up keys outside of regular office hours, special arrangements must be made with the administrative assistant.
4. Receive the key(s) from the church's administrative assistant. If it's a "short-term" request, please return the key by the agreed upon date.

Returns

Keys must be returned to the church office by the agreed upon date. If any of the following situations occur, the key(s) must be returned as soon as possible.

1. The keyholder is no longer a member of the church or the community served by the church.
2. The keyholder is no longer in the position for which the key was issued.
3. The return of the key is requested by the elders, whether directly or via the church's administrative assistant.

The return of all keys will be noted in the key control log.

Keyholder Responsibilities

Keyholders agree that:

1. No meetings, practices, or events will be held in the church facilities without first gaining approval through the church office.
2. Keys may not, under any circumstances, be duplicated.
3. Keys may not be loaned to another person.
4. No tables, equipment, chairs, etc., may be taken or borrowed from the church without prior approval through the church office.
5. If a key is lost or stolen, it should be reported to the church office immediately. A new key will be issued and recorded on the key control log. If the lost or stolen key is recovered, the approved keyholder will return the new key and continue use with the old key.

6. Keys should not be marked, tagged or identified in any way that would disclose the use of the key to others in the event that they are lost or stolen.
7. When a keyholder accesses the church with their key (outside of corporate gatherings), they are responsible for the guests or children that accompany them and take full responsibility for their actions. The keyholder will be responsible for restoring, cleaning and locking any room that was accessed or used.
8. No individual is permitted access to the church building with a child or children not his or her own or of whom they are not the legal guardian or foster parent outside of a regular worship service or a church-related event. This is intended to prevent a situation where an adult key holder is alone with a child in the facility.
9. Upon leaving the church facilities, the keyholder must ensure that all doors are locked and secured. If the temperature in any room was adjusted, it must be turned back to the original temperature.

Monitoring

Please be aware that the electronic keycard system used for the exterior church doors maintains a log of when a keycard is used and its unique identifying number. This may be reviewed by the elders and/or their representatives to verify appropriate use of the building.

Building Information

The security and safety of those at Grace Covenant Church is of the utmost importance. Therefore, we ask that all keyholders become familiar with the building security measures and the locations of safety devices and health related items, including:

- Building entrances/exits
- Panel for the fire alarm
- Fire alarm locations
- Fire extinguisher locations
- AED location
- First aid kit location

The church's administrative assistant can provide this information during key pick-up.