

Building Key Policy

UUFP

approved by Policy Board on August 22, 2005

In an effort to maintain a safe environment in the UUFP building, the Policy Board adopts this policy regarding distribution of keys to the building.

Key Distribution

All Policy Board members, standing committee chairs, ad hoc committee chairs and employees/contractors will be given keys upon their signing an agreement (see attached). The keys distributed will have “Do Not Duplicate” stamped on them.

Other UUFP members could receive a key for a specific event/function by making a request to the Building Committee Chair (or designated representative) and after signing the agreement.

Non-UUFP members could receive a key for a specific event/function by making a request to the Vice President (or designated representative), after signing the agreement and making a \$25 deposit.

Tracking Who Has Keys

The Building Committee Chair (or designated representative) will maintain a list that will include:

- Date Key Distributed
- To Whom the key was given
- His/her phone number
- Why
- Key Return Date

A current copy of the list will be given to the Policy Board and/or Minister and/or Director of Religious Education when requested by same.

At the beginning of each fiscal year each person with a key will be asked to re-sign the agreement.

UUFPP Building Key Agreement

To maintain a safe environment, the UUFPP needs to know who has keys to the building and to have these persons be responsible for closing the building after use.

By accepting a key to the UUFPP building on Young's Mill Lane I promise to:

- Not duplicate the key, nor allow others to do so.
- Notify the Building Committee Chair if I discover that my key is lost or stolen.
- Not give the key to any other person.
- Will ensure that all the doors to the building are locked when I am the last person leaving the building.
- When I no longer need the key I will return it to the Building Committee Chair.

Signature _____ Name

Printed _____

Date _____ Key Issued by

UUFPP Key Distribution Log

Date Distributed	To Whom	Phone Number	Purpose	Key Returned Date	Deposit?	Issued by

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