

Roanoke Seventh-day Adventist Church
Key Use Policy
August 14, 2018

As faithful stewards of God's resources, we affirm that properly securing the Roanoke Seventh-day Adventist (RSDA) Church building is a shared obligation of the staff, ministry leaders/teams and any groups/organizations who use the facility on a regular or temporary basis. It is for this purpose that a policy to manage the distribution and return of keys to the facility has been developed.

In order to ensure the safety of people using the RSDA Church and to protect the resources God has provided, the issuance of keys shall be monitored and accounted for.

This policy consists of three sections.

Section I lists the names of those authorized to issue or loan keys as well as to whom keys may be issued or loaned.

Section II governs the use of keys by members of the RSDA Church.

Section III consists of the procedure by which RSDA Church members may obtain keys.

It is important that the provisions of this policy be observed as specified. The policy is subject to periodic review and update by the Church Board as required to ensure that the building is adequately secured without placing undue burden on user access.

Section I: Key Use Authorization / Persons Eligible to Receive Keys

A Key Use Log will be housed in the Church Office and each authorized individual/Ministry Leader will record the distribution of keys in the Key Use Log.

Currently, keys to exterior doors may be issued only to the individuals/Ministry leaders of the following ministries (in alphabetical order):

- Adult Sabbath School Coordinator/s
- Children's Ministries Leader
- Children's Sabbath School Division Leaders
- Church Clerk
- Deaconesses
- Deacons (All Serving Deacons)
- Elders
- Fellowship Lunch Team Leader/s
- Finance Committee Head
- Pastor
- RAPS, Board Chairperson

RAPS, Head Teacher
RAPS, Treasurer
Social Committee Leader
Treasurer Head
Women's Ministry Leader
Worship Team Leader

The Rental Team will issue two keys to the current tenant using the building pursuant to the Use Agreement in effect, as well as to temporary keys to external groups using the building pursuant to the Short Term Use Agreement as previously voted by the Church Board.

In all cases, keys issued on a permanent basis must be returned to the issuing party upon termination of employment or expiration of term of service. Keys issued temporarily must be returned to the issuing party at the conclusion of the short term use. Individuals who do not return their key(s) will be asked to pay for replacing the key and re-keying doors.

Section II: Policies Governing Keys Issued to Members

Policies governing the use of keys by Church members are intended to balance ease of building access with adequate security considerations. Borrowing of keys is a privilege available to all members 18 years of age or older and brings with it great responsibility. Failure to adhere to this policy or to exercise appropriate precautionary measures relative to care of the facility when in private use may lead to revocation of this privilege at the discretion of the Church Board. Loss of keys loaned to Church members exposes the church to considerable financial and security risk. Borrowers of keys must exercise great care to ensure that keys issued to them are in their possession at all times.

The policy for use of keys by Church members is as follows:

- A. Keys may be requested from an authorized individual/ministry leader as identified in Section I.
- B. The requestor or spouse must obtain the keys in person at the Church or directly from the authorized individual/Ministry Leader. Children will not be permitted to accept keys for their parents.
- C. All keys shall be individually etched with an identifying number.
- D. The member to whom the key is issued must verify his or her address and phone number prior to obtaining the key. The member's name, address, phone number, key identification number, date of issue and return due date will be noted on the Key Use Log.
- E. All members to whom a key is loaned will be given a copy of this policy and will be required to initial the Key Use Log acknowledging receipt before receiving the key.

F. It is understood that loaned keys MUST be returned to the issuing party by the specified date and in person. Keys must not be mailed or left in the church office. The authorized individual/Ministry Leader will acknowledge the key's return and note such in the appropriate column on the Key Use Log.

G. It is understood that keys will not be duplicated, loaned or made available to others. Each key will be numbered.

H. Report lost or stolen keys immediately to the church office at 540-977-0346 or to the authorized individual/Ministry Leader.

I. The holder of a key to the facility assumes responsibility for the safekeeping of the key and its use. When leaving the building, all doors must be secured as they were upon arrival.

J. Persons to whom keys are issued are responsible for replacing lost or broken keys and for the cost of re-keying locks if keys are not returned.

K. The Church Board reserves the right to request the return of any loaned key at any time.

L. Unauthorized use, copying and/or distribution of keys resulting in any negative consequences suffered by any individual or the Church, will be assumed by the individual responsible for such unauthorized use, copying and/or distribution.

Section III: Procedure for Church Members to Obtain Keys

Members desiring to borrow keys must utilize the following procedure:

1. Read, receive, review and sign the policy governing the issuance of keys to Church Members (Section II).
2. Receive the key(s) from an authorized individual/Ministry Leader (Section I).
3. Sign for the key(s) on the Key Use Log.
4. Return the key(s) by the required date.
5. Initial Key Use Log signifying return of the key.

Signature _____

Printed Name: _____

Address: _____

Phone Number: _____

Date Key Issued: _____