
	<b>Unitarian Universalist Congregation of Las Vegas</b>	Policy: 4.07	
		Rev. 3	Date: 03/26/11
		Board Approval: 	
<b>Policies, Procedures, and Guidelines</b>		Title: Key Distribution and Tracking	

## Policy on Key Distribution and Tracking

To maintain security of the UUCLV building and grounds, keys to door and cabinet locks will be issued only to individuals, who are voting members or employees, in qualifying positions. Qualifying positions include:

For exterior doors:

1. Minister, DFLD, Office Administrator, Music Director and Coffee Hour Set up Person.
2. Committee and council chairs or conveners
3. UUCLV affiliate chairs
4. Board officers and Program Council chair
5. Information Technology (IT) Lead
6. Building & Grounds Committee chair
7. Cleaning Service

For the main office:


1. Minister , DFLD, Office Administrator and Music Director
2. Board officers and Program Council chair
3. Newsletter and Announcements editors
4. Membership Committee chair
5. IT Lead
6. Building & Grounds chair
7. Cleaning service

For the black locked file cabinet in main office:

1. Minister , DFLD and Office Administrator
2. Treasurer

For the Minister's office:

1. Minister
2. Office Administrator

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For the locked file cabinet in Minister's office:

1. Minister
2. Office Administrator

For the south office annex (Counter's Office):

1. Office Administrator
2. Financial counters
3. Treasurer
4. Building & Grounds chair

For the locked file cabinet in the office annex (Counter's Office):

1. Office Administrator
2. Financial counters
3. Treasurer

For the Young Religious Unitarian Universalist (YRUU) room:


1. Director, Lifespan Faith Development
2. Designated adult youth advisors
3. Building & Grounds chair

For the Lifespan Faith Development resource area:

1. Director, Lifespan Faith Development
2. Lifespan Faith Development Council chair
3. Building & Grounds chair

The President of the Board, Minister or their designee may authorize the issuance of keys to persons other than those holding key-eligible positions identified above. The President, Minister or their designee's authorization shall be in writing, shall describe the reason a key is needed, and shall specify a duration for the authorization. If the President, Minister or their designee issues a standing key authorization, he or she shall also initiate a revision to this policy to add the new key-eligible post. If the Board does not approve the revision, the President, Minister or their designee shall rescind the standing authorization.

Keys will be kept in a secure location in the main office and will be issued by the Office Administrator. Keys shall only be issued to persons holding key-eligible posts or for whom a written authorization memorandum from the President, Minister or their designee is on file.

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Each person receiving a key shall sign and date a key log that is kept in the main office. If the key is a “no copy” key, then the key holder shall make a \$15 key deposit, which will be refunded upon the key being returned. Each key log shall state that signatories agree to the following key holder responsibilities:

1. Return keys immediately after leaving a key-eligible position
2. Never duplicate keys
3. Never lend keys, except in case of an emergency. The key holder must immediately phone or email the Office Administrator notifying who was given the key and why.
4. Be responsible for anyone the key holder allows access to the building, locked room, or locked cabinet
5. Lock doors and cabinets when leaving
6. All doors must be locked at all times or someone must be standing in the foyer watching everyone coming in the door except on Sundays and special events with an attendance of more than 20 people.
7. For the front door key holders, sign the Alarm Log when disabling the alarm upon entering the building. Also sign the Alarm Log before setting the alarm.

Only the Office Administrator or his/ her designee may duplicate congregational keys.