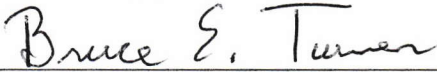
 <p>Unitarian Universalist Congregation of Las Vegas (UUCLV)</p> <p>Policies, Procedures, and Guidelines</p>	Policy: 4.05	Date: 3/27/2020	Page: 1
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Key Distribution and Tracking

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:

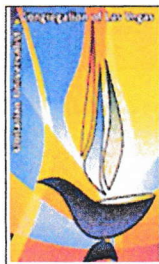
1. Minister and all employees.
2. Committee and council chairs or conveners
3. UUCLV affiliate chairs
4. Board Members
5. Information Technology (IT) Lead
6. Facilities Committee
7. Cleaning Service
8. Maintenance Staff
9. Additional "key holders" who have agreed to be on rotation to lock and secure the building as needed (approved by BOT Spring 2017)

For the main office:

1. Minister and designated employees
2. Board officers
3. IT Lead
4. Facilities committee
5. Cleaning service

For the black locked file cabinet in main office:

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1. Minister, Office Administrator and bookkeeper
2. Board President
3. Treasurer

For the Minister's office:

1. Minister
2. Office Administrator
3. Hidden Key in church office (for cleaning service)

For the locked (confidential) file cabinet in Minister's office:

1. Minister

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

1. Office Administrator
2. Financial counters (available in church office)
3. Treasurer
4. Facilities chair
5. Hidden Key in church office (for cleaning service)

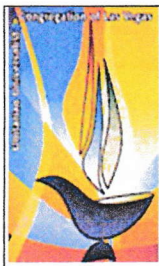
For the locked file cabinet in the office annex (Counter's Office):

1. Office Administrator
2. Financial counters (available in church office)
3. Treasurer
4. Bookkeeper

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Key Distribution and Tracking

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Facilities Cabinet (In the kitchen)

1. Board President
2. Facilities Board Representative
3. Facilities chair
4. Minister

The President of the Board of Trustees, 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, they 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.

One copy of all keys for the facilities will be secured in the locked Facilities Cabinet (in the kitchen).

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Each person receiving a key shall fill out a key form that is kept in the main office. 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 greeting everyone coming in the door, except on Sundays and special events with an attendance of more than 20 people.
7. For front door key holders, set the alarm before leaving the building

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