

Building and Key Use Policy

Date of Policy Approval: 7/11/2002

Policy Updated: 5/10/09

Policy Owner: Building and Grounds Committee

In 2009, keypad-entry locks were installed on all exterior doors other than the Minister's study.

The Second Unitarian Church of Omaha should be a secure building for its staff, members and renters to use. The church Office Administrator will keep a logbook of signatures of key code and key holders. Following is the criteria that must be met in order to receive a key code to the church. Each category will be issued a separate key code.

- All church staff will be issued a "staff code." This includes but is not limited to Minister, Office Administrator and Director of Religious Education.
- The janitorial service.
- Current Board members and Treasurer.
- Committee chairs of recognized church committees.
- Members of the church with an appropriate need for use during non-business hours will be issued a temporary code.
- Renters of the church space will be issued a temporary code.

An "override" or master key is available for opening any keypad-entry lock in case of battery failure or malfunction of the electronic mechanism. This master key will be given only to Church Staff, Board Chairperson, and the Building and Grounds Committee chair.

There is to be no duplication of church keys by any key holder other than the church staff or Building & Grounds Committee Chair.

Each person requesting and given a key code or key will be recorded in a logbook and will receive a letter of opening and lockup procedures. It is expected that each committee chair will report to the church office all meeting dates in advance so that the church office is aware of who is using the building at given times.

Any person who needs a key code for a stated reason may receive a temporary key code from the Office Administrator. After the stated need is complete, the key code will be erased from all locks. To maintain key distribution control, key code holders are not to share their key codes.

Each year, the church Office Administrator will change the church member's key code and the Board/Treasurer key code.

The staff key code will be changed following any change in church staff.

The Church Staff and Board (along with the Building and Grounds committee) reserves the right to change codes as needed if there are continuing unresolved problems with locks, break-ins or doors left open.

Procedure for Locking Up

- 1. Close Windows**
- 2. Turn Off Lights**
- 3. Make sure all exterior doors are locked including the double doors in the RE worship area. To lock the new keypad-entry locks, be sure the thumb-turn knob on the inside of the lock is in the horizontal position.**
- 4. After locking the front door, pull on the handle to be sure the door is latched and secure**