

Fernwood Baptist Church Key Policy

This policy has been developed to better secure our facilities and to provide a safe environment for all who use it. All key holders will be responsible for locking doors after their event. Appropriate keys will be assigned to church staff and committee chairpersons. Check out keys will be available for use after office hours and/or on weekends.

Access During Church Office Hours

1. The church custodian will escort and open necessary doors to anyone needing access during normal office hours.
2. In the event the custodian is unavailable, one of the office staff will provide the same service.
3. If access to the building is needed after office hours, on holidays or weekends, the “Procedure Governing the Checking Out of Keys” will be followed.

Procedures Governing the Checking Out of Keys

1. The Church Secretary, or the Financial Secretary in the absence of the Church Secretary, will be responsible for the issuance of keys and record keeping. Only the spare keys may be checked out. Additional keys will be made only by the approval of the Buildings and Grounds Committee.
2. Church members and non-members requesting keys, must pay a \$20.00 refundable deposit and complete an information form before keys are issued. The Church Key Form asks for the name, address and telephone number of the requestor, documents the key numbers and the date they are to be returned. This form also reminds the requestor that he or she is responsible for the key and to lock all doors after their event.
3. If the keys are not returned by the date stated on the Key Request Form, the Church Secretary will telephone the key-holder the next day reminding them that the checked-out key is due to be returned. If a second reminder is necessary, it shall be a written reminder sent by the Church Secretary stating: “The security of our church facilities and their contents is based upon control of the building keys. Please return the following keys to the church office during office hours: Monday - Thursday 8:30 a.m. - 4:40 p.m. and Friday 8:30 a.m. - 2:30 p.m.” (The key identification number(s) and return dates should be stated on this reminder.)
4. Deposits should be given in cash when the key is returned.