

Mills River United Methodist Church

Key/Fob Distribution and Use and Policy

Introduction

Mills River United Methodist Church has been richly blessed by God with a facility that He has built to be used for His honor and glory. Coincident with the privilege of using the church building to accomplish the Lord's work is the obligation to ensure that it is properly secured at all times. As stewards of God's resources, this is the responsibility of all of us. It is for this purpose that a policy to control the distribution of keys to the facility has been developed.

This policy consists of three sections. Section I lists the names of those authorized to give permission to be issued a Key or Fob as well as to whom Keys or Fob may be issued. Section II governs the use of keys and Fobs. Section III consists of the procedure by which people may obtain keys or Fobs

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

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

The following individuals are authorized to give permission to obtain Fobs:

- Trustees
- Others as authorized by the Trustees

Permanent keys may be issued only to the following individuals:

- Pastors
- Staff
- Trustees
- Law enforcement or other emergency response personnel

Keys issued on a permanent basis must be returned to the church office upon termination of employment or expiration of term of service.

Fobs may be issued to the following individuals:

- Mills River United Methodist Church Committee Chairs
 - Each committee will receive two (2) fobs
- Those needing temporary access to the facilities
- Ministries of the church i.e.: Scouts, MRLEC
 - Number of Fobs issued TBD by Trustees

Section II: Policies Governing Keys and Fobs Issued

Policies governing the use of Keys and Fobs are intended to balance ease of building access with adequate security considerations. Issuing of Keys or Fobs is a privilege to people 21 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 Trustees.

Loss of Keys or Fobs issued exposes the church to considerable financial and security risk. Individuals Issued Keys or Fobs must exercise great care to ensure that Keys/Fobs are in their control at all times.

The policies for use of Keys/Fobs are as follows:

- A. Keys/Fobs may be authorized by any individual as identified in Section I and will be distributed by the Administrator.
- B. Fobs will only be issued when the proposed use of the facility is consistent with the church's Building Use Policy.
- C. The requestor must obtain the Key/Fob in person at the church office.
- D. All Keys/Fobs shall be individually given and have an identifying number.
- E. The person to whom the Key/Fob is issued must verify his or her address and phone number prior to obtaining. The Administrator shall note the member's name, address, phone number, Key/Fob identification number, date of issue and return due date on the Key Control Log.
- F. All members to whom a Key/Fob is issued, will be given a copy of this policy and will be required to sign for the key.
- G. It is understood that issued Key/Fob MUST be returned to the church office by the specified date and in person. Keys must not be mailed or left in the church office. The Administrator will acknowledge the key's return and note such in the appropriate column on the Key Control Log.
- H. It is understood that Keys or Fobs will not be duplicated, loaned or made available to others.
- I. Report lost or stolen Key or Fob immediately to the church office at 828-891-7788.
- J. The holder of a Key or Fob to any portion of 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.
- K. Persons to whom a Key or Fob is issued are responsible for replacing lost or broken Key/Fob
- L. The pastoral staff, Administrator and Trustees reserve the right to request the return of any issued Key or Fob at any time.

Section III: Procedure Obtain Key or Fob

People desiring to be issued a Key or Fob must utilize the following procedure:

1. Call or stop by the church office during regular business hours. It may be advisable to call ahead to verify that the Key or Fob desired is available for pick-up.
2. Read the policy governing issuing of Key/Fob (Section II).
3. Receive the Key or Fob from the Administrator.
4. Sign for the Key or Fob on the Key/Fob Use Agreement.
5. Return the Key or Fob by the required date.

Keys and Fobs will only be available for pick-up during regular business hours.