

Unitarian Universalist Society of Bangor Key Policy

Adopted May 2007

Reviewed, Updated, and Accepted on September 16, 2009

The Church Administrator will maintain an accounting of staff, members and friends in possession of keys to the doors into the building as well as inside locks.

Only those individuals with ongoing volunteer responsibilities requiring access to those spaces may keep keys in their possession. In the case of short term usage, the keys must be returned to the church administrator at the conclusion of the event. The UUSB Executive Committee reserves the right to decline key requests.

The Church Administrator's log will note the borrower's name, date of issuance, reason for the access, which key(s) are being provided, and return date.

The key to the outside door and the office key are "do not duplicate" keys.

This policy is for church volunteers and staff using the building for Church sponsored events. Other uses of the building will be subject to the key policy defined in the Church's rental agreement.