POLICY 126

KEY POLICY

All Keys

- Every key will have a registered owner. The church office administers the registry.
- Key holders will sign a written agreement agreeing to the church's key policy before receiving keys.
- Without the express written permission of the church office, there will be no duplication of keys. Possessors of duplicated keys will be registered in the church office.
- All keys, including duplicates, will be returned to the church office when no longer needed or upon request of the church office.

Great Grandmaster unlocks almost all doors, interior and exterior.

Should one of these keys fall into the wrong hands, the entire building would have to be rekeyed at great expense. Limited to 5 keys for church staff.

- *The keyholder agrees to use the South Entrance, unless the keyholder has direct knowledge that the Security Alarm has been disarmed.
- *The keyholder agrees to be trained in using the Security Alarm.
- *The keyholder agrees not to loan the key except in extreme circumstances.

Grandmaster unlocks the South entrance of the church and most of the interior rooms of the church. Should one of these keys fall into the wrong hands, the entire building would have to be rekeyed at great expense. Limited to 7 keys.

- *The keyholder agrees to be trained in using the Security Alarm.
- *The keyholder agrees not to loan the key except in extreme circumstances.

Master unlocks most of the interior doors of the church.

*The keyholder agrees not to loan the key except in extreme circumstances.

Combination Keys open only a few of the doors of the church. Some of these keys require training on the Security Alarm.

- *The keyholder agrees to be trained in using the Security Alarm if necessary.
- *Those trained in the Security Alarm agree not to loan their key to any other person, or to divulge church security codes to any other person.
- *The keyholder agrees not to loan the key except in extreme circumstances.

Special Keys: None of the above rules apply to special keys.

Name	Email Address		
Ivallie			
Address			
Phone	Date	Key Type	Number
Registrar	Notes		