Cherry Log Christian Church Key Guidelines

September 18, 2013

1. Purpose

In order to ensure the safety of the people using the buildings of Cherry Log Christian church and to protect the recourses God has provided, the issuance and use of keys shall be strictly controlled and accounted for.

2. Key Holders

The following list defines key type and who may be issued the specific type key.

Key Type	Function	Key Holders
Main Entrance Key	Opens the main set of front doors.	Staff Members Moderator Property Chair & Designates Music Directors Technology Chair Treasurer Fellowship Chair
Interior Room Keys	Room specific keys.	Staff Members Music Directors Technology Chair Property Chair
Clothes Closet	Entry to upstairs (LWH)	Clothes Closet Chair Church Administrator
FYSH	Entry to downstairs (LWH)	Youth Leader Church Administrator
Sam Starr Trailer	Unlocks doors and extra security locks.	Coordinator Church Administrator
Mower Shed	Unlocks storage area for lawnmower storage	Property Chair & Designates Church Administrator
Church on Hill	Entry to sanctuary & annex	Lessee Church Administrator
Craddock Center	Entry to Craddock Center	Craddock Center Church Administrator

3. Lock Boxes

With implementation of lockboxes members and the community that use our facilities who are not issued a key will be issued a code to one of our lock boxes. The code should not be shared with anyone.

Lock Box codes will be changed quarterly with one lock box that will be changed after each event.

4. Key & Code Accountability

Keys and lock box codes are tracked by the Church Administrator.

Issuing a Key:
Person receiving key shall sign an agreement that includes:
1. Person's name
2. Key Type/number
3. Purpose
4. Date key issued

Use of Key:
Any person possessing a key to the church agrees that they will remain in control of key. They will not make copies of key. The key will be used for the purpose it was issued.

Return of Key:
Anyone issued a key and is no longer a staff member, chair of committee or board member appointed to have a key, the key shall be returned immediately.