



KEY HOLDER POLICY

This policy outlines the guidelines and procedures for the issuance, use and management of keys for *Trinity Anglican Lutheran Church*. The policy aims to ensure the security of the church premises, equipment and resources, while facilitating efficient access for authorized individuals.

Issuing Keys: Only authorized individuals such as staff, volunteers or regular renters of the facility, shall be issued a church key. All Church member keyholders must be Safe Church trained and have a CRC on file. Key requests can be requested by speaking directly to Bob Morgan or Nathan Dick. Key holders will only be issued once an individual is familiarized with the facility, our policies, and has signed the agreement to comply with this policy.

Key Usage Rules and Regulations:

- A renter may only hold one key. (larger groups may hold 2 with admin approval)
- Keys are strictly to be used only by the person assigned to them.
- Keys are never to be duplicated or shared.
- If keys are lost, inform Bob Morgan as soon as possible.
- Upon termination of agreements, keys must be returned immediately. Due to a limited number, keys may be requested back if keyholder no longer holds an active position that requires one.

Church Member Keyholders and Regular Renter Responsibilities:

- Keeping the street doors locked and ensuring all doors and windows are secure before leaving.
- Ensuring the alarm is set upon leaving, if no one else is still in the building.
- Not allowing unsupervised/ unauthorised persons access to the building.
- To check all appliances are off, taps are shut off in kitchen or bathrooms, kitchen is clean and all spaces are tidy and, in the condition, they were upon your arrival.
- To report any concerns or issues to Nathan Dick or Bob Morgan (Admin)
- Ensure the safe keeping of your key and report immediately if lost or stolen

One-time Key Holders:

- Only one key will be provided close to the beginning of your rental period, as agreed between rental co-ordinator and renter.
- Key will be returned at the end of the rental period in a manner agreed upon by renter and co-ordinator.

Key Replacement: Lost or stolen keys will be replaced at the cost of the user

Rental Co-ordinator: Nathan or Michelle Dick (250) 667-1156

Key Admin: Bob Morgan (250) 724-0095

I have read and agree with the regulations and policies regarding the use of my key as a KEYHOLDER at Trinity Anglican Lutheran Church.

Print Name: _____ Signature: _____ Date: _____