

Zion's Evangelical Lutheran Church of Perry Township

Key Use Policy

Guidelines and Note of Understanding:

Keys are issued to individuals who hold offices and who serve in volunteer positions that necessitate them accessing the church building. **Those who NEED to have a key will get one. Please remember that you will need to have a good reason.**

Individual Keys are numbered and assigned to individuals. Keys are expected to be returned to the Church Office when an individual ceases to serve in the way that they are serving. It is understood that keys might have to be exchanged for a different key if an individual changes positions or volunteer jobs that they are doing.

One time or occasional users of the building are able to "borrow" a loaner key in order to access the building for their particular event. **This "loaner" key should be returned promptly to the church office after the scheduled event using the box outside of the Pastor's Office.**

Outside groups that regularly use the Church Building can have access to the outside entry doors.

Access to the Church Office, the Pastor's Office, the Boiler Room, the Sheds and the Custodial Closets will be restricted to those who are in program leadership positions.

Requests for keys may be made to the Church Office and are subject to approval.

I understand that: I will not have my key duplicated/copied. I will not share my key unless I am incapacitated and can not perform my duties. If I lose my key, I will report it to the Church Office. I understand that I may have to contribute to the "re-keying" of the church doors if it is deemed necessary.

Yes, I understand these procedures and I will abide by them.

Signed,

_____ Date _____