

Key Policy

Community Mennonite Church of Lancaster

In accordance with CMCL's Child Safety Policy, manual and electronic key/fob holders must meet specified criteria for obtaining a key/fob. The key holders must also sign the Key/Fob Covenant upon receiving their key/fob. The list of key holders will be presented to Church Council for review annually.

Criteria for Receiving a Key/Fab:

1. The requester is required to access the church during off-hours or when a staff member is not on site to let them in.
2. The activity for which the requester needs the key/fob is a church-approved activity and is given a specific beginning and ending date.
3. CMCL has four standard methods of entry: Master, Sub-master, Closet and (electronic) Fob. The following Staff and Volunteer roles merit routine approval for appropriate methods of entry:
 - a. Master (locks all interior and exterior doors in all buildings)
 - i. Sexton
 - ii. One stored in lockbox in main building for maintenance use by Facilities Committee
 - b. Sub-Master (locks one exterior door in main building, one exterior door in annex and all closets)
 - i. All CMCL Staff
 - ii. MOOS Director
 - c. Closet (locks interior closets in main building)
 - i. Sound Technicians
 - ii. Facilities Committee members
 - iii. Custodians
 - d. Electronic (Fab)(unlocks one exterior door in main building)
 - i. All CMCL Staff
 - ii. All Committee Chairs
 - iii. Sound Technicians
 - iv. Sexton
 - v. Custodians
 - vi. Facilities Committee members
 - vii. Approved Non-CMCL Group Representatives
 - viii. Periodic Volunteers may be given a Fab as needed for approved tasks and that meet the above criteria.
4. The requester pays a deposit of \$10 per key/fob. The deposit WILL BE REFUNDED upon the key/fob's return to the church office. The electronic fob will be deactivated on an expiration date to be determined by the office. CMCL reserves the right to deactivate any fob at any time, for any reason.

Key Covenant

I, _____, have read the CMCL Child Safety Policy and agree to comply with it in its entirety. Specifically, I agree to not bring children, which are not my own, into the church building at any time when no church-approved activity is being held which would otherwise make it appropriate for me to do so.

I also agree to be liable, on behalf of the group I represent, for any other person or persons' use or misuse of my key/fob privileges at CMCL, and to hold CMCL harmless from any such use or misuse.

Signature

Date

(Print Name Legibly)

Name of Group, if applicable

For Use by Office:

Issue Date: _____

Group/Individual Name

Expiration Date: _____

Key Issued by _____ Initialed: _____

Adopted by council May 22, 2013

Updated by Safe Church Committee June 24, 2013