



Policy Location:	GSA - 14	Created: 3/24/2024
Title:	Keys and Devices	Revised: (date)
Policy Owner:	Administration Shared Ministry Team	
Associated Documents:	GSA – 1 Administration Shared Ministry Team Policy	
Last Reviewed:		

Policy

1. Administrative staff distributes keys and access devices.
2. All keys or access will be given to people in long-term roles such as staff, executive board members, or other roles approved by the administrative staff. The office will maintain a list of who has access to a key or access device.
3. Doors will be programmed by administrative staff to lock and unlock for events, rentals, and activities.
4. Access devices no longer required by an individual will be deactivated and returned to the church office, with a return of the deposit mailed to the individual. Failure to return the device results in a forfeiture of the deposit.
5. Replacing a lost key results in forfeiture of the previous deposit and a new deposit will be assessed.
6. Administrative staff will conduct a yearly audit of access devices.
7. Access devices or interior keys should not be lent to others. Any individual receiving an access device is responsible for that access device and any actions resulting from its use.