



Church Key Policy

DayBreak Community Church of Airdrie should be a secure building for its staff, members and renters to use. Policies governing the use of keys are intended to balance ease of building access with adequate security considerations. Access to the church facility is a privilege and brings with it great responsibility. Failure to adhere to this policy or to exercise appropriate precautionary measures relative to care of the facility may lead to revocation of this privilege.

Loss of keys exposes the church to considerable financial and security risk with a potential value of several thousand dollars. Keyholders must exercise great care to ensure that keys issued to them are in their control at all times.

It is important that the provisions of this policy be observed as specified. The policy is subject to periodic review and update as required to ensure that the building is adequately secured without placing undue burden on user access.

Persons Eligible to Receive Keys

Permanent keys may be issued only to the following individuals:

- Church Staff
- Janitorial Staff
- Property Commission Chair
- After Hours Facility Supervisor
- Emergency Response Personnel

In all cases, keys issued on a permanent basis must be returned to the church office upon termination of employment or expiration of term of service.

Temporary keys may be issued to those with an ongoing, regular need for use outside of office hours upon approval by church staff and Property Commission chair. A deposit of \$25 is required.

A temporary access code may be issued to those with an ongoing, regular need or occasional need for use outside of office hours upon approval by church staff or the ministry leader.

Keys/Access Code

Those requiring ongoing, regular access to the facility will be identified by church staff and Property Commission chair and issued the code to access the key in the key safe on the kitchen door. Keys must be returned to the key safe immediately. Access code will be changed on a regular basis.

Those requiring occasional access to the facility will be identified by church staff and ministry leaders and issued the code to access the key in the key safe on the kitchen door. It is the ministry leader's responsibility to ensure that a Facility Access Agreement has been signed prior to giving out the code. Keys must be returned to the key safe immediately. Access code will be changed on a regular basis.

All those to whom an access code is given will be given a copy of this policy and will be required to sign the Facility Access Agreement before being given a code.

It is understood that keys and/or access code will not be duplicated, loaned or made available to others.

Report lost or stolen keys immediately to the church office at 403.948.6727 or office@daybreakairdrie.com

The holder of a key and/or access code to any portion of the facility assumes responsibility for the safekeeping of the key/code and its use. When leaving the building, all doors and windows must be secured, lights and taps off.

Keys will only be available for pick-up during regular business hours or immediately following a service.

The church staff reserves the right to change locks of the church as needed if there are continuing unresolved problems with locks, break-ins or doors left open.

Date of Policy Approval: July 25, 2012

Policy Updated: April 16, 2016



Facility Access Agreement

These keys/access code are issued to you under the following conditions:

- A. You shall not have any copies made from these keys.
- B. These keys should not be lent to anyone else.
- C. On completion of your term of office these keys shall be returned to the church office and not handed over to another person.
- D. Where access code numbers are given instead of key, this information will not be given to anyone else.

I accept the above conditions. _____ Please initial

I have read the Church Key Policy. _____ Please initial

Name

Email Address

Phone Number

Reason for Access

Requestors Signature _____ Date _____

DCC Personnel Signature _____ Date _____

Office Use Only

Access Approval For Key Access Code

Keys Issued		Key Issued	Deposit Received	Key Returned	Deposit Returned
<input type="checkbox"/>	Master (all interior doors)				
<input type="checkbox"/>	Sub master (interior doors except pastor's offices)				
<input type="checkbox"/>	General (all interior doors except offices, maintenance)				
<input type="checkbox"/>	D—Entry only				