



# F I R S T UNITARIAN UNIVERSALIST SOCIETY OF SYRACUSE

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**Policy #:** 008

**Policy Name:** Room Access and Key Distribution Procedure

**Purpose:** To define the procedure for the authorization and distribution of First Unitarian Universalist Society of Syracuse (First UU) building keys and specific room access codes.

**Original Date:** 1/12/2009

Revision Dates: 9/28/2016

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Approved By: 2016-2017 FUUSS Board of Trustees 12/18/2016

## A. Building Access and Key/Code Distribution

1. All exterior doors to the First UU building were re-keyed in November, 2016 and new keys distributed on and after that date.
2. Certain individuals, 18 years of age and older, are authorized by virtue of their position in First UU to possess keys to the building and access codes to specific rooms within the building. These people include paid employees of First UU, those with leadership roles within the Society, approved ministry, team or committee chairpersons and youth group leaders. Individuals or groups with long term or short term rental agreements may also be provided with keys and/or access codes.
3. Individuals or groups in possession of building keys must never make copies of the key. Keys and access codes must never be shared with or loaned out to anyone.
4. On a one-time short term basis, a person may be authorized to have a building key or access code after having completed a "Building Use Contract" form # 011.
5. Distribution of building keys and access codes is delegated to and managed by the First UU Office Administrator, under the direction of the Board of Trustees (BOT) and the Facilities Team.
6. The First UU Office Administrator will maintain a list of all individuals/groups who have been provided with building keys and/or room access codes on the "Building Key Distribution List", form # 002 and the Access Code Distribution List, form # 003. These lists will be maintained in both electronic and hard copy formats.
7. All keys are numbered and the Office Administrator will assign a specific numbered key to an individual or group.

## B. Forms

1. "Building Use Contract" Form # 011
2. "Building Key Distribution List" Form # 002
3. "Access Code Distribution List" Form # 003

### C. Procedure

1. The individual or group in need of a First UU building key or room access code will request one from the First UU Office Administrator. On the hard copy of the “Building Key Distribution List”, form # 002 or the “Access Code Distribution List” form # 003, the Office Administrator will assign a specific key or access code to the individual or group and will record the date given along with their initials. The person receiving the key or access code will also initial this form indicating their receipt.
2. The Office Administrator will also update the electronic versions of this form.
3. The “Access Code Distribution List” form # 003 list will be maintained by the First UU Office Administrator in a secure place (i.e. locked cabinet or desk drawer) and as a password protected file on the computer to ensure the security of the access codes.
4. Once an individual or group is no longer in need of a key or access code, it must be returned to the First UU Office Administrator. Access codes may require reprogramming of the code. When the key is returned the date of return is recorded on the “Building Key Distribution List” form # 002 and both the Office Administrator will initial the form, indicating return of the key.
4. Access codes are changed periodically and new access codes given to the individuals who need them at that time. Certain access codes under certain circumstances may require reprogramming more often. The First UU Office Administrator oversees all access code distribution and is responsible for monitoring when access code reprogramming is necessary.
5. Keys being issued on a one-time or short term basis for rental of the facilities at First UU may be picked up from the Society Office Administrator one (1) week prior to the scheduled event. Building keys must be returned to the Society office within one (1) week of the activity ending or termination of the “Building Use Contract”, form # 011.
6. The Office Administrator will periodically review the Key and Access Code distribution lists to determine if follow up with any individuals or groups is needed to retrieve any keys and/or codes that are no longer required.
7. If individuals who have building keys or access codes leave First UU permanently, they must surrender their key or access code. The BOT has the right to revoke or cancel a key holder’s privilege at any time for any reason they feel is necessary. Any person (including a person representing a group) that has had their access code/key revoked will not be eligible to become a key holder again unless approved by the BOT.

8. All lost building keys must be reported to the First UU Office Administrator as soon as it is discovered to be lost. The Office Administrator will be responsible for documenting the details about the lost key on “Building Key Distribution List”, form # 002 and will also report the lost key to the Society President and the Chairperson of the Facilities Team. Any concerns over the lost key will be reported to the BOT by the President or designee. At the discretion of the BOT, a fee may be charged for all keys that are not returned to First UU or have been lost or stolen to cover the cost of rekeying the locksets and replacement of the keys.
9. For all interior offices, doors, cabinets etc., there is a “Key Box” located in the First UU Office. The box contains all other identifiable keys utilized within the interior of the First UU building. The “Key Box” has a code that will be distributed and managed by the Office Administrator and will be recorded on the “Access Code Distribution List”, form # 003 when issued.