

Key Policy

The following people are authorized to have keys to JRUUC:

- Staff
- Renters
- Board members
- Committee chairs
- Program leaders
- Other individuals who have a specific short-term need that is related to worship, a committee or program, or maintenance. These individuals will return the key within 10 days from check-out.
- Other individuals approved by the Board President or President-Elect. Approval will include a date for review of the need for continued authorization.

The Office Administrator is responsible for requesting keys to be returned when the authorization in this policy ends.

Key holders must comply with “Security and Conservation Procedures to be Followed Before the Last Person Leaves the Building.” The Office Administrator will ensure that all key holders have a copy of these procedures.

These procedures may be updated by the Board, the minister, or the chair of the Building Committee.