



**James Reeb Unitarian Universalist Congregation (JRUUC)
2146 E. Johnson Street, Madison WI 53704**

KEY POLICY

- I. The following people are authorized to have keys to JRUUC or the code to the key lockbox:
 - A. Staff
 - B. Renters (renting parties must designate one person to have the key)
 - C. Board members
 - D. Committee/team leaders
 - E. Program leaders
 - F. 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.
 - G. Other individuals approved by the JRUUC Executive Committee. Approval will include a date for review of the need for continued authorization.
- II. The building may be accessed using an individually-issued key or by temporarily using the key located in the lockbox by the front door using a code.
 - A. Staff, board members, and committee and team leaders will have first priority for individual keys. A key agreement and deposit are not required for JRUUC staff, board members, and committee/team leaders.
 - B. By default, non-JRUUC renters will be provided the lockbox code, but may request an individually-issued key. A key agreement and deposit will be required.
- III. The Office Administrator is responsible for requesting keys to be returned when the authorization in this policy ends.
- IV. 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.
- V. Additional fees may apply if a key is unable to be returned. See the key agreement.
- VI. These procedures may be updated by the Board of Trustees. They should be reviewed every 2 years.