

**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) during the term of their rental
  - C. Board members (during their term only)
  - D. Committee/team leaders (during their term only)
  - E. Program leaders (during their term only)
  - F. Affiliated community minister(s) (if applicable)
  - G. 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.
  - H. Other individuals approved by the JRUUC Executive Committee. Approval will include a date for review of the need for continued authorization.
- II. Authorized key holders must complete a key agreement. Authorized lockbox code holders must complete a lockbox code agreement.
- III. 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.
- IV. Board of Trustees members, committee/team leaders, and program leaders must return their keys when their membership or leadership ends. Staff must return keys when their term of employment ends.
- V. The Office Administrator is responsible for requesting keys to be returned when the authorization in this policy ends.
- VI. Key holders and those with the lockbox code 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 and lockbox code holders have a copy of these procedures.
- VII. Additional fees may apply if a key is unable to be returned. See the key agreement.
- VIII. The Office Administrator will maintain a list of individuals authorized to have the lockbox code and/or a key. They will keep this list as current as possible.
- IX. The code to the exterior door lockbox will be changed every year on July 1, or as needed in case of extenuating circumstances. The Office Administrator and/or Minister

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and/or Board President will ensure that those who need continued access receive the updated lockbox code.

- X. Only the Minister, the Office Administrator, and the Board President are authorized to share the lockbox code.
- XI. These procedures may be updated by the Board of Trustees. They should be reviewed every 2 years.