

UNITARIAN UNIVERSALIST SOCIETY OF GENEVA

KEY POLICY

Approved by the Board of Directors on September 14, 2010

Keycodes

There is a keypad at the 110 S. 2nd entrance. Codes will be ordered as follows:

- (A) Code for Board Members, Committee Chairs, and Staff, to be changed quarterly
- (B) Code for Group Facilitators, Musicians, and other persons needing entry on a regular basis, to be changed quarterly
- (C) Code(s) for One-time Use: a variable code that will be added & deleted as necessary to accommodate outside groups and other one-time use situations

Key codes will be activated, deactivated, and maintained by the Congregational Administrator. The Congregational Administrator will also be responsible for distributing key code information to individuals when there is a code change.

Committee chairs and group facilitators will be asked to submit the name and email address of a 2nd person in their group to whom the code will also be issued. These individuals will also be notified of any code changes.

Holding this code is the equivalent of holding a key, and comes with the same responsibilities and obligations. Code holders are asked not to share the code with other members of their group, the UUSG community, or anyone else. In the event it appears that a keycode has been shared with unauthorized individuals, the key code will be immediately changed and the code holders notified. Appropriate action will be taken by the clergy and/or the Board of Directors against anyone discovered to have shared the keycode with unauthorized individuals.

Keys

Keys will have 3 levels:

- (A) Everything—all exterior and interior locks, including the Ministers' offices, the Congregational Administrator's office, and the DRE's office.

These keys will only be held by the following individuals:

- (1) Senior Minister
- (2) Associate, Interim, and/or Intern Minister(s)
- (3) Director of Religious Education
- (4) Congregational Administrator
- (5) LRE Administrator
- (6) Office Assistant
- (7) Board President
- (8) Facilities Chair
- (9) Fire Department (in box located outside the James Street entrance)

- (B) Exterior doors (with the exception of the exterior door in the DRE's office, which will be keyed as an (A) level key), the Congregational Administrator's office, and the LRE office.

These keys will be held by members of the Finance Committee and LRE Committee who require access to the Congregational Administrator's Office and the LRE Office at times when staff may not be available.

- (C) Exterior Only (with the exception of the exterior door in the DRE's office, which will be keyed as an (A) level key). These keys will be held only by the following individuals: Custodians and Security System Contacts (who are members of UUSG).

Distribution of keys and/or keycodes to individuals who do not meet the above criteria will be the decision of the clergy and/or the Board of Directors on a case-by-case basis.