

Key Usage Policy

For Approved Building Use Organizations, Groups or Individuals

As faithful stewards of God's resources, we affirm that properly securing the building at Saint Peter Lutheran Church is a shared obligation of the staff, ministry leaders/teams and any groups/organizations who use the facility on a regular or temporary basis. It is for this purpose that a policy to manage the distribution and return of keys to the facility has been developed.

1. Keys will only be loaned to individuals or authorized representatives when the proposed use of the facility is consistent with Saint Peter Lutheran's Building Use Policies.
2. The requestor must obtain the key (or code) in person at the church office during regular business hours. It is always advisable to call ahead to verify keys (or codes) are available for pick up.
3. The authorized representative or third party to whom the key (or code) is issued must present picture identification and personally sign for the key (or code). A Key Usage Agreement must be completed and signed (attachment B).
4. The method of access to the facility will be at the discretion of the Administrator, Pastor or President of the Congregation. There are two options:
 - a. Key: Each key will be individually etched with an identifying mark or number. Each person who receives a key will pay a \$10 deposit which will be refunded when the key is returned.
 - b. Digital Lock (door into kitchen area): An unique code will be given to each individual. There is no deposit fee for a digital lock code.
5. It is understood that the user of the key will not duplicate it, loan it to another individual or make it available to others.
6. Report lost or stolen keys immediately to the church office at 303-770-9300.
7. It is understood that loaned keys must be returned to the church office by the specified date indicated on the Key Usage Agreement. The key holder is assuming complete financial responsibility for all re-keying required to restore security to the building due to keys that are lost or not returned. Loss of keys may require re-keying at the church's discretion. If a code has been issued, it will be deactivated on the specified date indicated on the Key Usage Agreement.
8. If a group meets on a routine basis in the facility (weekly or monthly), the organizational representative must notify the church office when any person to whom a key is issued leaves the organization or group. **The key must be returned to the church office. Any codes that have been issued will be deactivated.**
9. The holder of a key (or code) to Saint Peter Lutheran Church assumes responsibility for the safekeeping of the key (or code) and its use. **For security purposes all of the doors must remained locked after entering the building. Doors are never to be left propped open.** When leaving the building, all doors and windows must be secured.

KEY or CODE NUMBER: _____

Deposit Received: _____

**Saint Peter Lutheran Church
Key Usage Agreement
Attachment B**

Requestor's Name and Contact Information:

Organization: _____

Authorized Representative: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Reason Needed for Facility Access: _____

Facility Access Date: _____ Date Key will be returned: _____

Is this a single use event or weekly/monthly reoccurring event?: _____

I have read and understand the Key Policies and Key Holder Responsibilities.

Key Holder Signature

Print Name

Date

Approved By

Approved Date

Signature

Date Key Returned

Key Holder Signature