



ST. POLYCARP CHURCH

Key Policy

Parish security is everyone's responsibility. St. Polycarp is one community consisting of several buildings and the surrounding grounds. Each area has an impact on the entire parish. When the parish entrusts keys to an individual, that person is expected to share in the collaborative responsibility for the area to which he/she is issued that key. How each person handles the key(s) entrusted to him/her has an impact on the life of others. Because of our desire to protect all those who use the parish facilities, the following key policies have been adopted:

- All keys are issued through the parish office. NO key(s) is issued from individual groups, committees, councils, etc.
- A request form for key(s) from a chairperson is to be filed with the parish office and countersigned by the Pastor or Business Manager prior to the release of any key(s).
- Before obtaining a key(s), the person issued any key(s) must sign the appropriate form indicating that he/she has read, understood, and intends to follow St. Polycarp's policy regarding keys.
- Persons issued any key(s) may not duplicate, loan or otherwise make available the parish key(s) to another person. This allows us to have a list of persons authorized to have a key(s) available for police and insurance purposes in the event of a break-in or intruder.
- If a key(s) is lost or stolen, the parish office is to be notified immediately and the appropriate incident report filed within 48 hours. In this case the person entrusted with the key(s) may be held accountable for the cost of re-keying and duplicating the key(s) affected.
- The key(s) always remains the property of the parish. A key(s) is entrusted to an individual because of his/her particular responsibility to the parish. Should that responsibility change, the key(s) must be returned to the parish office immediately.
- St. Polycarp reserves the right to recall any key(s) for any violation of these policies or any other reason that would jeopardize the well being and safety of those persons authorized to use St. Polycarp's facilities.

ST. POLYCARP CHURCH
Procedures for Key Distribution and Key Issuing

FOR EXTENDED USE

An Extended Use Form is to be filled in by a chairperson.

The form is handed in to the Parish Office so that it can be submitted to Pastor or Business Manager for signature and evaluation. Once the form is approved, the parish office will inform the individual of the status of the request. The individual will arrange with the parish office a time when the key(s) can be picked up, signed out, and the Policy Sheet read.

FOR SHORT-TERM USE

A Short-Term Use form is to be filled in at the parish office by the person who is requesting the use of a key(s). The person requesting the use of the key(s) is to read the Policy Sheet and sign out the key(s). If it is requested for more than a weekend, approval by the Pastor or Business Manager may be required. The individual is responsible for returning the key(s) to the parish office during regular parish office hours.

See attachments of forms and policy.