

Key Control Policy

Approved 9/16/20

Generation Church has been blessed with several facilities to be able to fulfill the mission to engage, connect, empower and multiply. An essential part of these facilities includes open access while maintaining security and privacy. Therefore, the purpose of this policy is to protect the properties of the church, and the individuals entrusted to steward the properties, by limiting access to such facilities through key control.

SCOPE

This policy applies to all facilities owned, operated, or leased by Generation Church and to all leaders who are entrusted to use them.

GUIDELINES

To provide clarity and order, Generation Church has set guidelines to aid in the administration of this policy.

- Keys, key cards, and access codes are issued to directors, coordinators, coaches, and any volunteer whose access to a facility is deemed necessary and approved by the Executive Pastor.
- Assigned keys, key cards, and access codes are only to be used by those whom they are issued.
- Distribution and control of keys and access codes is the responsibility of the Facilities Coach.
- Duplication of physical keys and sharing of key cards and access codes is strictly prohibited.
- When a coach, coordinator, or staff member is not going to be present for an event and assigns his/her responsibility to a team member, the key, key card, and access code holder may allow use by the assignee. Key, key card, and access code must be returned to original holder as soon as possible upon event close.
- In the event that a key or key card is lost, or an access code is compromised, share with your direct report immediately.
- If your ministry assignment or accessibility to a facility changes, keys and/or key cards may be requested to be returned for reassignment.

EXIT PROTOCOLS

When leaving a facility, all exterior doors should be locked, lights turned off, trash removed, thermostats reset, and the alarm system activated.

Key Holder Name (Printed) _____

Key Holder Signature _____

Date _____