

CLOVERDALE BAPTIST CHURCH

Security Access Code and Fob/Key Use Policy

Policy Section: Congregants

Policy Name: Security Access Code and Fob/Key Use Policy

Date Issued: October 6, 2015

Governing Body: Deacons Council- Under the Responsibility of Deacon of Interior Properties

Cloverdale Baptist Church (CBC), exists solely to bring 'Glory to God' and has as a primary purpose the promotion of the interests and welfare of its members and adherents who seek to honor God and serve Him as set out in the Holy Bible. Therefore, CBC desires that its facilities be used only in a God honoring and Biblical manner.

CLOVERDALE BAPTIST CHURCH

SECURITY ACCESS CODE AND FOB/KEY USE POLICY

Purpose: The purpose of this policy is to assure that the building, equipment, furnishings and grounds (facilities) of Cloverdale Baptist Church of Surrey, British Columbia, (herein called the “Church”) shall be adequately secured at all times.

Introduction: Cloverdale Baptist Church (also referred to CBC) has been blessed with facilities built to be used for God’s Honor and Glory. Coincident with the privilege of using the church building to accomplish the Lord’s work is the obligation to ensure that it is safe and secure at all times. As stewards of God’s resources, this is the responsibility of us all. It is for this purpose that a policy to control the distribution of codes, fobs and keys to CBC facility has been developed.

Responsibilities: The Deacon of Interior Properties and Deacon of Exterior Properties are responsible for administrating, maintaining and enforcing this policy under the direction of the Elders/Directors Board. Any matter not explicitly or implicitly covered by this policy will be decided by said authorities to the best of their judgment. Throughout this document references to the Deacon of Interior Properties and the Deacon of Exterior Properties may also refer to a designate for said deacon who is approved by the Deacons’ Council to act in the place of said deacon.

This policy consists of four sections.

Section I lists the authorized persons to issue or loan codes and Fob/Keys, as well as to whom codes and Fob/Keys may be issued or loaned.

Section II governs the use of keys by members of CBC.

Section III consists of the procedure by which members of CBC may obtain keys.

Section IV outlines the procedure for issuing keys to contractors and external parties that will require entry to provide services essential to maintenance, repair or other services. It is important that the provision of this policy be observed as specified to ensure that the building is adequately secured without placing undue burden on user access.

Section I: KEY AUTHORIZATION USE AND PERSONS ELIGIBLE TO RECEIVE KEYS

The Deacon of Interior Properties, and the Deacon of Exterior Properties as the assistant, will be responsible for building security. Keys will be issued at the sole discretion of the Deacon of Interior Properties together with the Deacon of Exterior Properties, unless otherwise authorized by the Elders/Directors Board. Any and all keys must be returned to the Deacon of Interior Properties, the Deacon of Exterior Properties or the Church Secretary by any person who has ended their term of office for the ministry or service for which they were assigned keys. Staff/employees must return all keys at the end of their employment.

Typical Distribution of Keys to Authorized Persons (not totally exhaustive);

Pastors, Elders, Deacons, Church Staff, Ministry Chairpersons, Worship Team Facilitators and Growth Group Leaders. Other persons recommended by the Pastors, Elders and Deacons and approved by the Deacon of Interior Properties and Deacon of Exterior Properties.

Keys may be requested for a member through recommendation and direction from a Ministry Leader (Pastors, Elders or Deacons) of Cloverdale Baptist Church. An application form once approved will allow the delivery of needed keys. Keys to zones, areas or separate rooms are available on a very limited and strictly supervised basis through the Deacons of Properties.

Section II: POLICIES GOVERNING KEYS ISSUED TO CBC MEMBERS

Policies governing the use of keys by CBC members are intended to balance ease of building access with adequate security considerations. Borrowing of keys is a privilege and brings with it great responsibility. Failure to adhere to this policy or to exercise appropriate precautionary measures relative to care of the facility may lead to revocation of this privilege at the discretion of the Deacons' Council. For the purpose of this policy, Fobs issued are also identified as "keys".

Loss of keys loaned to CBC members exposes the church to considerable financial and security risk with a potential loss of value in the thousands of dollars. Borrowers of keys must exercise great care to ensure that keys issued to them are in their control at all times. All persons are required to complete a Church **Security Access Code/Key Request Form**. Once completed and submitted to the Church Office, your request will be reviewed by the Deacon of Interior and Deacon of Exterior Properties. Upon acceptance, whatever is required, a security access code and/or key will be issued. **Security Access Code/Key Request Forms** are available from the Church Office.

The policy for use of keys by CBC members is as follows:

1. Keys must be requested from the Deacon of Interior Properties and the Deacon of Exterior Properties.
2. Keys will only be loaned to members when the proposed use of the facility is consistent with the Church's Facilities Use Policy. It is understood that keys issued are for support of CBC's ministries and programs or other Council approved functions and the proposed use of the facility is in accordance with CBC's Building Use Policy.
3. The requestor must obtain the keys in person from the church office. It is the responsibility of the security access code/key holder to keep their Church security code and key in safekeeping. **Security access codes (alarm) will not be shared with any other person, including spouses and children and will be kept in confidence. Access Fobs/Keys can only be loaned to Ministry participants or family members for use within the building and only while the Access Code/Key holder is on the premises. It is not permissible to loan Access Codes or Access Fobs/Keys to anyone in order to gain access into the building when**

the building is unoccupied, excluding registered Access Code/Key holders. IT IS UNDERSTOOD THAT ANY KEY WILL NOT BE DUPLICATED.

4. Keys are to be returned promptly to the church office after expiration of term of service, termination of employment, and/or intended use.
Temporary keys must be turned in personally to the church office at the expiration of the proposed use. It is not permitted to return keys by mail.
5. Report lost or stolen keys immediately to the church office. 604-574-8799.
Persons to whom keys are issued are responsible for replacement of lost or broken keys.
6. All Key Fobs and Keys will have an identity number. An electronic record is kept of the actions of each Fob use. A record is kept of each Access Code, Fob and Keys issued to each individual.
7. The holder of any key(s) to the facility assumes the responsibility for the safekeeping of the key, the building and its use. **WHEN LEAVING THE BUILDING, ALL DOORS MUST BE SECURED. DOORS ARE NEVER TO BE PROPPED OPEN. WHEN OPENING THE BUILDING, IT IS RECOMMENDED THAT ALL ENTRANCE DOORS ARE SECURED 15-20 MINUTES AFTER THE START OF AN EVENT UNLESS THERE IS ADEQUATE SUPERVISION PROVIDED AT ALL UNLOCKED POINTS OF ENTRY.**
8. The Deacon of Interior Properties and one of the Deacon of Exterior Properties, the Elder chairman, or the Deacon chairperson reserve the right to request the return of Fobs and Key(s) at any time.
9. All members to whom a Fob, Key(s) are loaned will be given a copy of this policy. All persons (members and staff) will be required to fill out a Church **Security Access Code/Key Request Form**. Signing of the Church Security Access Code/Key Request Form implies understanding of the policy.

Section III: PROCEDURE FOR CBC MEMBERS TO OBTAIN KEYS

Members desiring to obtain Fobs/Keys must utilize the following procedure:

- *Stop by the church office during normal business hours (9am-4.30pm), Mon-Fri, excluding holidays.
- *Read the policy governing issuing of Fob/Keys to CBC members. (Section II)
- *Complete and **SIGN** a Church **Security Access Code/Key Request Form**
- *Make arrangements to receive the key(s) from the Church Secretary. Allow 48 hours after approval of request.
- *Temporary use keys are to be returned by the required date. Key Fobs will have a preset deactivation date. Failure to return a Fob could result in a \$15 replacement fee.

Fobs/Keys will only be available for pickup during regular office hours, unless prior arrangements are made with the Church Secretary or Deacon of Interior Properties.

* It is understood that Fobs/Keys will not be duplicated, loaned, or made available to others.

* **Report Lost or Stolen Fobs/Keys immediately to the Church Office.**

* The holder of Fob/Keys to the facility assumes responsibility for the safekeeping of the Fob/Keys and its use. When leaving the building, ensure that all doors are secured. Doors are never to be propped open.

* Broken Fobs/Keys must be returned to the Church office before a replacement is issued.

Section IV: FOBS/KEYS ISSUED TO CONTRACTORS AND OTHER EXTERNAL PARTIES

Before Fobs/Keys may be issued to a contractor or other external party, a representative of the company will be required to sign a document stating that the service person or employee is authorized to receive keys on behalf of that company and that the company is assuming complete financial responsibility for all re-keying required to restore security due to keys lost or not returned. This document will be provided by the company providing the service and must be signed by an appropriate officer of the company, if applicable. Loss of keys may require re-keying at the Church's discretion and could cost thousands of dollars.

The policy for use of Fobs/Keys by contractors and other external parties is as follows:

*The authorized representative or third party to whom the Fob/Keys are issued must present picture identification and personally sign for all keys. A Church **Security Access Code/Key Request Form** must be completed and signed.

*Key Fobs issued to contractors and third parties will have individual identifying numbers and will be preset to limit access to specified dates and times.

* It is understood that Fobs/Keys will not be duplicated, loaned, or made available to others.

* **Report Lost or Stolen Fobs/Keys immediately to the Church Office.**

* Contractors must notify the Church office when any person to whom a key is issued terminates employment. The Fob/Keys must be returned immediately to the Church office.

* The holder of Fob/Keys to the facility assumes responsibility for the safekeeping of the Fob/Keys and its use. When leaving the building, ensure that all doors are secured. Doors are never to be propped open.

* Broken Fobs/Keys must be returned to the Church office before a replacement is issued.

*Should a contractor's relationship with CBC be terminated for any reason, all Fobs/Keys must be returned to the Church office. Written confirmation from the Deacon of Interior Properties and the Deacon of Exterior Properties that all the Fobs/Keys are accounted for is required before the final invoice will be paid.

Cloverdale Baptist Church
Permanent or Temporary Church Security Access Code/Key Request Form

Type Requested: () Permanent () Temporary

Requestor's Name and Contact Info:

Name _____

Address _____

Phone (Home) _____ Phone (Cell) _____

E-Mail _____

Ministry/Work area for which key is needed. _____

Reason for Facility Access



I have read and agree to the Cloverdale Baptist Church Security Access Code and Fob/Key Use Policies

Requestor Signature

Print Name

Date

Recommended by (Ministry Leader)

APPROVAL SECTION

Approved by

Approved by

Signature

Signature

Date Approved

Key(s) Issued

Key(s) Returned

Note: This request form does not guarantee the issuance of CBC building access keys / fobs or alarm codes. Each request is processed against the church calendar and additional access may be redundant where multiple events are running simultaneously.