

# Latrobe Presbyterian Church Key Policy

Approved by Session – February 17, 2004

## 1. Purpose

In order to ensure the safety of people using the buildings of Latrobe Presbyterian Church and to protect the resources God has provided, the issuance and use of keys shall be strictly controlled and accounted for.

## 2. Definition of Key Types

Our Main Street building has two types of keys: Master and Entrance. There is a separate entrance key for the ground level outside entrance (day) and the outside entrance to the Vogelsang Room.

Our Unity Chapel building has one key, a door key.

Master : Main Street Building all exterior and interior doors  
Day Entrance: Ground Level outside side door marked "Office"  
Vogelsang Entrance: Below Ground Vogelsang Room entrance (facing parking lot)  
Unity Door: Opens Unity Chapel doors

## 3. Key Holders

The following table defines what these keys are and who may be issued the specific type. (See Logbook in 4.1)

KEY TYPE	DEFINITION	HOLDERS
Master Key	Opens all doors in the church building. The only key that opens the staff offices.	Regular staff members Volunteer Custodian Adult Ed. Instructor
Day Entrance Key	Opens the Ground Level Entrance door for access to the building from the outside.	Flower Shop
Vogelsang Entrance Key	Opens outside Vogelsang Room doors leading the parking lot.	Al-Anon Outside Groups Committee Chairs
Unity Chapel Key	Opens doors to Unity Chapel	Program staff Custodian Cemetery superintendent

## **4. Key Accountability**

Keys are issued and tracked by the Financial Secretary guided by section 3 above and the direction of the pastor.

### **4.1 Issuing Of A Key**

The person receiving a key shall indicate agreement with this policy by signing the Key Log book. The Log shall include:

1. Person's name
2. Home phone
3. Key type (Master, Day, Vogelsang, Unity)
4. Position or reason for having the key
5. Date of key issuance
6. Person issuing

### **4.2 Use Of A Key**

The person possessing a key to the church agrees that the key will remain under his or her control. Changes in key holders are to be done through the responsible staff member as specified above in 4.1. The key is to be used in the performance of the ministry of the Latrobe Presbyterian Church

The person possessing a key shall follow the Church Opening and Closing Instructions in Section 5 of this policy when he or she is the first one in the building on a given day or the last one out of an entrance to the building.

### **4.3 Return Of A Key**

A key must be returned to the Financial Secretary or the Church Secretary if any of the following occur:

- a) The holder of the key is no longer a member of the church or the community served by the church;
- b) The holder is no longer in the position for which the key was issued; or
- c) The return of the key is requested by the Pastor, Financial Secretary, Clerk of Session or Chairperson of Property and Finance.

Upon return of a key, the appropriate entry in the Key Log Book shall be annotated to indicate when the key was returned.

For purposes of this policy and to provide better control of the keys, if a key holder changes positions, an annotation shall be made in the Key Log Book indicating the change in reason for being issued a key.

## 5. Church Opening And Closing Procedure

### 5.1 Opening Procedure

#### When the Church Office is Open

When the Office is open or scheduled worship services, staff members open the church.

#### Evening and Days the Office is Closed

The following procedure shall be performed by any key holder who is entering the church building when no one else is in the building.

- 1) Enter the building by unlocking Vogelsang door or Day (ground level) door.
  - a. Please use ONLY the Vogelsang door for evening meetings
- 2) After meeting members have arrived, lock the door to prevent unauthorized people from entering. Door keys are NOT interchangeable; you must lock the door you opened even if another group (and key holder) is meeting on another level.
- 3) If you notice anything unusual
  - a. If there is sign of forced entry, fire or other criminal or unsafe conditions, **leave the building** and **call 911** from a mobile phone or a neighboring house or business. Stay on the phone until help arrives.
  - b. If it is not unsafe, correct or stabilize the condition as best as you are able.
  - c. To leave a voice mail for the office after addressing the problem:
    - i. Press the intercom button on a phone in the kitchen or library
    - ii. Press 777
    - iii. Wait to hear the Welcome message
    - iv. Press 0
    - v. Leave message after greeting

### 5.2 Closing Procedure

The following procedure shall be performed by anyone who is the last person to leave the church building even if you know someone is coming back in a short time

- 1) Check to ensure that the lights are off
- 2) Check the following interior doors:
  - a. Both second floor office doors should be shut and locked
  - b. Fire doors opening to the stairways should be shut, not propped open
  - c. Choir practice room doors should be shut and locked
- 3) Check to ensure the following doors leading to the outside are closed and secure. Not all doors have “closers”; some will not shut by themselves.
  - a. Vogelsang Room (double doors on both sides)
  - b. Main Stairway doors (both sides)  
*Double doors may be open if not closed in the proper order, check to ensure they are entirely closed; push on the door to ensure it is latched*
- 4) Following services or programs also check
  - a. Main door to porch is latched and locked (latch at top of door)
  - b. Ground Side door opposite main door is closed and locked
  - c. Elevator door near the Ground Level day entrance door.
  - d. Far porch door in small room at the front of the sanctuary on front side

- 5) Exit by an entrance door and pull to ensure it is latched and secure.
- 6) If anything unusual occurs during the closing process or you notice something unusual in the parking lot.
  - a. If there is sign of forced entry, fire or other criminal or unsafe conditions, **leave the building** and **call 911** from a mobile phone or a neighboring house or business. Stay on the phone until help arrives.
  - b. If it is not unsafe, correct or stabilize the condition as best as you are able.
  - c. After addressing the problem, call or leave voice mail for one of the staff. Home numbers for staff are posted by the phone in the kitchen and library.  
To leave a voice mail:
    - i. Press the intercom button on a phone in the kitchen or library
    - ii. Press 777
    - iii. Wait to hear the Welcome message
    - iv. Press 0
    - v. Leave message after greeting