Key Use, UUSO Policy

Approved March, 2010
Revised October 19, 2016
Reviewed August 25, 2021

The UUSO buildings should be secure for its members, friends, staff, and renters to use. The Office Administrator will keep a logbook of signatures of key holders as determined below. Church keys are the property of the Unitarian Universalist Society of Oneonta and are for the sole use of the person the key has been issued to. Keys may be assigned to people for long- or short-term use as follows:

1. All church staff. This includes but is not limited to Minister, Office Administrator, Director(s) of Religious Education, Music Director and Custodian
2. Current Board members and officers
3. Committee chairs of recognized church committees and members of these committees approved by the committee chair
4. Renters of church space on a temporary basis, with a deposit of $50 that will be refunded upon return of the key
5. Members of the church not belonging to one of the above categories with an appropriate need of a key during non-business hours.

Key Use Regulations

1. A master key is available to open all exterior doors. This master key will be given only to church staff, Board members and Properties Committee members.
2. Each person requesting and given a key will be asked to sign a logbook and will receive a copy of the Building Use Policy. Failure to follow Building Use Policy appropriately may result in key privileges being revoked.
3. All church keys are assigned to individuals. The person applying for the key is responsible for the assigned key and is the only authorized user. If a key is lost, the holder of that key must pay a $10 fee to the church to replace the lost key.
4. There is to be no duplication of keys by any key holder other than the church staff.
5. Each year the church Office Administrator will send a letter to all outgoing Board members, Treasurer, and committee chairs requesting the return of their church key(s). All keys must be returned upon request of the Office Administrator.

Replaces "Key Use, UUSO Policy" of March, 2010