

Form 7 - Key Receipt Form and Statement of Compliance

As our church building is used by a variety of outside organizations, it is important to have a policy as to who has access to the building. This is for the safety of our children, adults, and our property. We want to deter anyone from coming into the building without our knowing, hiding in unlocked rooms, stealing, or laying in wait to attack an unsuspecting individual.

1. Certain people are authorized by virtue of their position in the church to hold keys. These people include, but are not limited to, paid employees, officers of the church, committee chairs and youth group leaders, and any other leaders of approved organizations using our building. Cross Roads Session will approve the list of positions to whom keys are given and their current holders once each year. (See building policy)
2. Any other person who seeks possession of a key to the church facilities will have a clearly stated reason for needing a key and will need to be approved by the session.
3. All keys shall be of a type that cannot be duplicated in order to eliminate unauthorized reproduction.
4. The keys will be assigned by the Office Coordinator, following approval of the recipient by the Cross Roads Session. The Office Coordinator will distribute or arrange for the distribution of the keys once they are assigned. If there is a need for additional keys, the Office Coordinator will obtain new keys with Church Session approval.
5. Records of key holders will be maintained by the church's Office Coordinator and kept on file. Keys shall be returned when they are no longer needed by the holder and the return will be documented.
6. It will be the responsibility of the Office Coordinator to monitor who is in possession of keys and request the return of keys from persons no longer authorized to hold them. Keys are not to be loaned to unauthorized persons, duplicated, or kept beyond the time that they are needed. Authorized Youth leaders may share a key as long as each leader has signed the Key Receipt Form and the Statement of Compliance.
7. Key holders will be required to sign and submit a Key Receipt Form and the Statement of Compliance.
8. No key holder will use his/her key to access the church with a child or children not his or her own (or of whom the key holder is not a legal guardian or foster parent of) at a time when there is no church related activity being held in which the child and the key holder are involved. This is intended to prevent a situation where an adult key holder

Form 7 - Key Receipt Form and Statement of Compliance

is alone with a child in the facility. In the rare case an exception is to be made to this provision, a written note from the child's parent or legal guardian must be submitted to the church office and approved by the Safe Church Committee prior to entry.

9. If any property and/or facility of Cross Roads Presbyterian Church is unlocked by the key holder, the key holder will be responsible to
 - a. Lock any room the key holder has opened unless told by Cross Roads Presbyterian Church staff or other leaders to keep the room open.
 - b. Check to see if he or she is the last one in the building and if that is the case, check that ALL doors are locked.
 - c. If the key holder is with a group, the key holder must check to see if any other groups/individuals are in the building. If there are none, the key holder must be the last to leave, making sure that all doors in the building are locked.
 - d. If key holder is leaving and other church representatives are still in the building, the key holder must notify those representatives that he/she is leaving.

I understand that, as a person with a key(s) to Cross Roads Presbyterian Church, I am responsible for maintaining the safety of the Church environment, any property and/or any facility of Cross Roads Presbyterian Church unlocked by the key(s) I hold.

I agree to be entirely responsible for the security of the key(s)

I agree to abide by all the rules stated above in the Cross Roads Presbyterian Church Key Policy

I agree to return the key(s) to the Office Coordinator when I no longer have the responsibility that created a need to have the key(s) or when an authorized representative of Cross Roads Presbyterian Church requests such return.

I understand that failure to comply with any of the provisions set forth in the Child Protection Policy or this Key Receipt Form and Statement of Compliance may result in the loss of my privilege to be a key holder.

Name (please print): _____

Signature: _____ Date: _____

Best contact #: () _____ Alternate #: () _____

Form 7 - Key Receipt Form and Statement of Compliance

An additional holder of a single key assigned, which might be shared for reasons **only after approval by Church Session**, must sign below and adhere to the same direction as outlined above. It is understood that failure to comply with any of the provisions set forth in the Child Protection Policy or this Key Receipt Form and Statement of Compliance may result in the loss of my privilege to be a key holder.

Name (please print): _____

Best contact #: () _____ Alternate #: () _____

Signature: _____ Date: _____

Signature of Key holder: _____ Date Returned: _____

Signature of Authorized Representative of Cross Roads Presbyterian Church:

Printed name: _____