

Key/Door Combination Policy

Willow Street Mennonite Church

I understand that as a recipient of either a door key or door lock combination for Willow Street Mennonite Church, I am responsible for helping ensure the safety of children and adults as well as possessions in the facility.

I agree to the following:

- I will not **lend** my key(s) to **anyone**, or give the door lock **combination** to **anyone**. Those wanting a key or the lock combination must do so through the church office.
- I will not **duplicate** the key(s) for **any** reason.
- I will not label the key or otherwise identify it as for WSMC, in case I were to lose it.
- I will return the key to the church office when my need for it is concluded.
- If I am the last to leave the facility, I will ensure that ALL doors are locked.
- I will not be in the facility with a child not my own if no other approved adults are present.

I understand that failure to comply with the provisions above or other Safe Church policies may result in the loss of my privilege to be a key holder.

The combination for the lower east door will be changed at least once every year. Each time it is changed you will need to request the new combination and fill out this form again. The same procedure will need to be followed if we rekey the doors.

The Church Board or pastor may ask the office for a list of key and door lock combination holders at any time.

Name (please print): _____

Phone: () _____

Signature: _____

Date: _____

<u>FOR OFFICE USE</u>
Date key returned _____
Initials of office staff _____