

First Baptist Church of District Heights  
Keys and Building Access Policy

This policy clarifies the issuance and accountability of all keys which control access to First Baptist Church of District Heights' (FBCDH) buildings and their contents.

- All keys are the property of FBCDH
- No person shall knowingly possess an unauthorized key for FBCDH
- In the event a key is lost or stolen, the appropriate leader assigned the lost key will pay the Parsonage \$15.00 replace fee
- Lending keys are prohibited. If an individual lends his/her key(s) to anyone so that others can gain access to FBCDH property, he/she may be subject to loss of access privileges to FBCDH buildings

**Key Holder** is responsible for:

- Picking up keys from Building Superintendent
- Maintaining and securing keys issued to them
- Reporting lost or stolen keys to Building Superintendent immediately (within 24 hours of discovery)
- Paying any replacement fee resulting from loss an assigned key

Key Assigned: **Parsonage Building Key**

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_