



印城華人教會
Chinese Community Church of Indianapolis
3405 E. 116th St., Carmel, IN 46033
www.indychinesechurch.org • (317) 706-0433

Key Use Policy

As faithful stewards of God's resources, our calling is to make Disciples of Christ in the Chinese community who love God, love people and serve all nations. We affirm that properly securing the buildings at Chinese Community Church of Indianapolis is a shared obligation of the congregation and any groups/organizations who use the facilities. It is for this purpose that a policy to control the distribution and return of keys to the facility has been developed.

Key policy for members of Chinese Community Church is as follows:

- ❖ Please enter the church on the open time (8am to 5pm). If you want to loan the key entering the church on out of the regular time, you should have strength reasons to show why you have to enter the church on out of the regular time.
- ❖ Keys will only be loaned to members when the proposed use of the facility is consistent with the church's Building Use Policy.
- ❖ 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) at a time when there is no church-related or planned group 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 is alone with a child in the facility.
- ❖ The requestor must obtain the keys in person at the church office. Spouses and children are not permitted to accept keys for the requestor.
- ❖ All keys shall be individually etched with an identifying mark or number.
- ❖ The member to whom the key is issued must verify his/her address and phone number prior to obtaining the key. The Office secretary shall note the member's name, key identification number, date of issue and return due date on the Key Control Log (Attachment 1).
- ❖ All members to whom a key is loaned must read this policy and will be required to sign the Key Control Log before receiving the key.
- ❖ Loaned keys must be returned to the church office by the specified date and in person. Keys must not be mailed or left in the church office. The Office secretary will confirm the key's return and note such in the appropriate column on the Key Control Log.
- ❖ Keys will not be duplicated, loaned, or made available to others.

- ❖ All key holders must update his/her required form annually (**before 31 January**) in person to the church office.
- ❖ Report lost or stolen keys immediately to the church office at (317) 706-0433.
- ❖ The holder of a key to any portion of Chinese Community Church assumes responsibility for the safekeeping of the key and its use. When leaving the building, all doors and windows must be secured.
- ❖ The Church Secretary will maintain a file of receipts for all keys. The church staff reserves the right to request the return of any loaned key at any time.

Procedure for Members of Chinese Community Church to Obtain Keys

- ❖ Keys are given to Chinese Community Church of Indianapolis members as needed, at least 16 years of age and brings with it great responsibility.
- ❖ Approved by Church Ministry Deacon.
- ❖ Read the policy governing issuing of keys.
- ❖ Receive the key(s) from the Office secretary, complete applicable form and sign for the received key(s).
- ❖ Return the key(s) to the church office by the required date.
- ❖ The individuals responsible for a one-time event will be given a key no earlier than one week preceding the event and must return the key no later than one week following the event.

Failure to adhere to this policy or to exercise appropriate precautionary measures in caring for the facility when in private use may lead to revocation of this privilege at the discretion of Church staff. Losing keys loaned to members of Chinese Community Church exposes the church to financial and security risk to a minimum potential value of several thousand dollars incurred when locks must be rekeyed. Borrowers of keys must exercise great care to ensure that keys issued to them are in their control at all times.



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**KEY
 REQUEST FORM**

(Please **PRINT** clearly for us to mail the deposit back to you.)

Name of Applicant: _____ **Date of Application:** _____

Address of Applicant: _____

Phone: _____ **Email:** _____

Date Requested: _____

Reason to request: _____

Key Holding Agreement: In return for holding this key, I agree: 1) not to give or lend the key to others; 2) not to make any attempts to duplicate or alter the key; 3) to use the key for authorized purposes only; 4) to guard and store the key securely; 5) to immediately report any lost or stolen keys; 6) to return or surrender the key upon official request. I also agree that if the key is lost, stolen, or not surrendered upon official requests, I will be responsible for the cost of any necessary measures which includes but are not limited to replacing keys and locks.

Applicant Signature: _____

Date: _____

Applicant Print Name: _____

Authorizer(Deacon) Signature: _____

Date: _____

Authorizer(Deacon) Print Name: _____

Key # _____

CHECK-OUT	Date _____
	Signature: _____ Print Name: _____

RETURNED	Date _____
	Signature: _____ Print Name: _____

Agreement Renewal (Due January 31 Annually)

Key#: _____	Renewal Date: _____
Key Holder Print Name: _____	Signature: _____
KEY RENEW APPROVAL	
Key Renew Approval Date: _____	
Deacon Print Name: _____	Deacon Signature: _____

Key#: _____	Renewal Date: _____
Key Holder Print Name: _____	Signature: _____
KEY RENEW APPROVAL	
Key Renew Approval Date: _____	
Deacon Print Name: _____	Deacon Signature: _____