



Key Policy and Procedures

First United Methodist Church
Howe, Texas

- Keys will be stamped with a letter (identifying the zone(s)) and a number (in sequential order) by the Locksmith.
- List of the key identification and person will be on file in secretary's office.
- If locks are changed in the future, persons can return their current key for a new key.
- Start with initial quantities of 50/15/15/15 keys (Master/Church Building/Fellowship Center/West Hall).
- Keep quantities of 10/5/5/5 keys on hand for distribution (Master/Church Building/Fellowship Center/West Hall).
- Keep one copy of each key in secretary's office designated for rental use only.
- Pastor and Church Secretary will be the only ones to distribute keys.
- Only Pastor, Secretary and Trustee Chair will be authorized to make new keys.

Key Distribution Policy

The Board of Trustees of FUMC Howe has adopted this policy, for the distribution of keys, in order to ensure the safety and security of our building. Anyone applying to receive a key will be required to read and follow this policy and sign the Key Usage Pledge.

1. Only active Howe FUMC members will be allowed to have a master key.
2. Affiliated group leaders can only apply for a key to the West Hall.
3. Everyone requesting a key will be required to pay the \$40 deposit, with exception of staff members and cleaning crew. Those persons will be given a key without paying the deposit.
4. If a key is lost/misplaced, an additional \$40 deposit will be required in order to receive another key.
5. Everyone who receives a key will be required to sign the Key Usage Pledge.
6. Upon return of the key, staff member and key holder will both sign that it has been returned and deposit will be requested and sent asap.