

**RESOLUTION NO. 2016-8  
UNITARIAN UNIVERSALIST FELLOWSHIP  
OF CENTRAL OREGON**

A RESOLUTION TO REPEAL AND REPLACE “KEY POLICY”

**The Unitarian Universalist Fellowship of Central Oregon (UUFÇO) makes the following findings:**

- a. UUFÇO has assumed responsibility for safe operation of New Home (See Safety Policy 2016-5)
- b. The Congregation has an active Safety and Security Committee.
- c. Since taking occupancy of New Home, the Congregation has hired an Administrator.
- d. Controlling access to the building is a crucial element of a safe environment for the Congregation, Staff, and visitors.
- e. UUFÇO rents the building to outside users to augment operational revenues.

**THE BOARD OF UUFÇO RESOLVES AS FOLLOWS:**

UUFÇO resolves to repeal KEY POLICY 1007 approved 02/10/2015, and to adopt the policy “KEY POLICY” shown at the end of this resolution document.

This resolution takes effect immediately upon adoption.

Date of first majority board vote: \_\_\_\_\_(Date)

Date of 2nd majority board vote, or first unanimous vote: Dec 12 2016 (Date)

BOARD APPROVAL AND ADOPTION: Dec 12 2016 \_\_\_\_\_ [Date]

Mark Hickman

Board President

Adoption and date attested by:

Sue Clarke

Board Secretary

## **KEY POLICY**

Keys will be assigned to Members and staff on an as-needed basis.

To be issued a key, a Member must:

- a. Be active in good standing; and
- b. Be a member in a leadership position; or
- c. Have a clear need to access the building during non-office hours.

The Administrator will maintain an inventory and control system over keys in circulation.

Key cards may be disabled at the administrator's discretion to maintain building safety.

The UUFCA Administrator will issue keys to activity leaders (e.g., yoga instructors), outside renters and contractors on a strict as-needed basis, and will retrieve them as soon after events as practicable.

The Safety and Security Committee will continue to advise and assist the Administrator.