



Policies and Procedures

Subject: Key Control
Number: RCR-12
Issued By: Board of Directors
Date Issued: September 23, 2015

1. GENERAL:

The purpose of this policy is to ensure the protection of personal and club property through the control of keys to the club and other secure areas. The responsibility for implementing this Key Control Policy is with the House Director under the direction of the Board of Directors.

2. DEFINITION

It is necessary to maintain key control to uphold the integrity of building security. This policy describes the procedures by which control, dissemination, use, and possession of keys to club facilities will be managed.

3. POLICY:

PERSONNEL AUTHORIZED TO ISSUE KEYS

Issuance of a key will be authorized by the House Director who may designate a representative to authorize the issuance of keys in the club. Designated representatives may only issue keys to established areas under their responsibility. Keys necessary to perform job description but in another area of classification must be co-authorized by the person responsible for the affected control area.

RULES REGARDING ISSUANCE OF KEYS

Keys will be issued to club members only. The only exception is a temporary issue of a key to a renter of the facility who has signed a contract and paid the requisite fee. The key must be returned immediately following the end of the rental period.

PERSONAL LOCK POLICY

All padlocks affecting the club property are the responsibility of the member. However, Padlocks left on lockers no longer in use are subject to removal by the club. The club is not responsible for any damage or compensation to the owner of the padlock. The club retains the right to access these non-restricted access control areas and to examine the contents upon request.

DUPLICATION OF KEYS

No key will be duplicated except by approval and control of the Board of Directors. The unauthorized duplication of club keys so adversely affects the security of persons and property that violations of this rule are considered serious and grounds for membership termination.

NUMBERING SYSTEM FOR KEYS

An identifying serial number will be stamped on each key. The serial number for each key will not identify a building, location or lock. This number will be recorded against the name of the holder of the key who will subsequently sign responsibility for it.

LOST/STOLEN KEYS

Lost or stolen keys must be reported to the House Director by the quickest means available. When a key is stolen, the locks will be modified to render the current key inoperative. The lock core/cylinder will be replaced in the existing lock and new keys will be issued to the appropriate recipients.

RETIREMENT AND/OR SEPARATION FROM THE BOARD/CLUB

The Board requires all keys to be returned to the House Director upon separation, termination, or retirement from the club or the Board of Directors. The member's separation will not be complete until the key(s) assigned have been returned and written verification is recorded on the Key Control record.

REPAIR OF LOCKS, KEYS, OR DOOR HARDWARE

All repairs or additions to any club locking device, key or door hardware will be controlled by the House Director Plant and documented in his/her report to the Board.

Any person causing an unauthorized repair to a club lock or key is in violation of club policy.

STORAGE OF KEYS

All keys cut which are ready for issue will be stored in the Club Office. The bulk of uncut key blanks will be secured in the [REDACTED].

KEY CONTROL DATABASE

The House Director and Club Clerk will maintain the Key Control record. The Key Control Record is data relevant to key issuance, specific key holders, and specific areas of access. The Key Control Record should consist of two distinct components; Hardcopy and Electronic File

KEY ISSUANCE TO OUTSIDE CONTRACTORS

Repairs of club facilities which require a contractor to be issued a key to any club area must be approved by the House Director. The contractor will be issued and will return the key as per established policy. A release must be signed by the contractor to deduct funds from his fee if the key is lost and the area must be rekeyed.

KEY ISSUANCE TO RENTALS

Renters of club facilities who require a key to the club must be approved by the Club Clerk. The renter will be issued a key and will return the key as per established policy. A release must be signed by the renter to deduct funds from his fee if the key is lost and the area must be rekeyed.

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