

Wittenberg Lutheran Church Key Policy:

1. The Executive Committee in coordination with the Church Office is responsible for the management of all property keys (including building and church bus). The church office shall keep an accurate record of all key holders and key types.
2. Permanent keys will be issued at the discretion of the Executive Committee. Anyone requesting a permanent key must submit the “Key Request Form” to the church office. Keys issued on a permanent basis must be returned to the church office upon termination of employment or expiration of term of service.
3. Temporary keys may be issued for “one-time use” for any Wittenberg-affiliated or Council approved function or event at the discretion of the Pastor or any member of the Executive Committee. Anyone needing a temporary key must obtain through the church office by submitting the “Key Request Form.” Temporary keys must be returned in person to the church office at the expiration of the proposed use.
4. A church bus key may be obtained for any Wittenberg-affiliated or Council approved function or event through the church office by reservation only.

Key Holder Responsibilities:

1. It is understood that keys may NOT be duplicated, loaned, or made available to others.
2. It is understood that keys issued to me are for my use in support of Wittenberg programs and ministries and the proposed use of the facility is in accordance with Wittenberg’s Building Use Policy.
3. Keys are to be returned promptly to the church office after expiration of term of service, termination of employment, and/or intended use.
4. Report lost or stolen keys immediately to the church office, 803-532-4636.
5. The holder of a key to any portion of the facility assumes the responsibility for the safekeeping of the key and its use. When leaving the building or bus, the last key holder is responsible for securing ALL doors and windows.
6. The Council President, Pastor, and/or church office reserve the right to request the return of a key at any time.
7. Any member of the Executive Committee, Pastor, or church office reserve the right to perform a full or partial key inventory at any time.

Permanent or Temporary Key Request Form

Type Requested: Permanent Temporary

Requestor's Name & contact info...

Name: _____

Address: _____

Phone: _____

Email: _____

Ministry/Work area for which key is needed...

Reason for facility access:

I have read and understand the Key Policies and Key Holder Responsibilities.

Requestor Signature: _____

Print Name: _____ Date: _____

Approved by: _____ Date: _____

Signature: _____ Date: _____

Key Return...

Date key returned: _____ Signature: _____