

Key Holder's Checklist

If you are unlocking a room on church property to provide access for a meeting or event, you are responsible for the following:

PARKING: Act as monitor and remind attendees that the area at the end of the driveway is a FIRE ZONE, and parking is not permitted along any red-painted curbs or beams. This includes the area outside the Meeting House window. Spaces marked with the handicapped insignia are reserved for those qualified to park in them.

CLEANUP: The room must be as orderly as it was when you arrived. If any food trash has been left, please bundle and carry it to the dumpster in back of the church's boiler room, along the driveway.

HEAT or AIR CONDITIONING: Did you turn on the heat, fan or air? If so, please be sure it is off.

WINDOWS LOCKED: Check all windows and sliding glass doors. They must be closed and secured.

If the windows have drapes or blinds, please close them.

STOVE TURNED OFF: Did anyone use a stove, oven, coffee pot or exhaust fan? Please check.

BATHROOMS: Check all the restrooms to be sure they are vacant. Turn off lights and fans. Check both upper campus and Bard Hall area. Lock the doors of the upper bathrooms.

GATES: If you are the last one on campus, lock the upper gates as you leave.

LIGHTS: Turn off all inside lights except the EXIT signs. The small spot at the back of the Meeting House (on the sculpture) also remains on. Outside lights are on automatic timers. Do not change any timers. The light in the center of the hallway outside the boiler room remains on.

LOCK DOORS: Sometimes doors that appear to be locked are still open. Please check each door.

REMINDERS... You are responsible for knowing and enforcing Church Policies. Smoking is not allowed in any church buildings (this includes restrooms), on the canyon rim, or on the canyon plateau. No open flame or burning material of any kind is permitted near the canyon plateau or canyon slopes.

No food or beverages permitted in the Chapel, the Meeting House, or the Lounge.

Alcoholic beverages other than beer, wine, and champagne, may not be consumed on church property.

Animals are not permitted in church buildings. Exceptions are certified Assistance Animals.

As **Key Person**, you are responsible for enforcing church policies during the time you have provided access to the church premises.

Please do all you can to prevent accidents, noting any potential hazards in writing to the Church Administrator.

If there is an accident, injury or some property damage, it must be reported **THE NEXT DAY** to the Church Administrator.

In case of a Life Threatening Emergency, call 911.

Then consult the detailed **EMERGENCY PROCEDURE**, in notebooks on the top of each desk in the Church Office. This list is also posted by the Bard Hall pay phone and in the ushers' room in back of the Meeting House

Source: The Church Council Handbook (2003)