



## Section Fourteen (14): Keyholder and Building Lock-up Procedures

These Procedures are intended for all Key Holders- UUCB staff, ministry teams, activity coordinators, and committees and for outside groups using the building.

When you request and are assigned a building key, you assume full responsibility for the key and agree to the following procedures for closing the building and to follow all applicable Building Use Guidelines.

1. Building keys allow access to the kitchen exterior door, garden/main exterior doors, and Elmwood exterior doors.
2. **UUCB changes these locks as needed and at least once every two years**
3. A **\$25 deposit in check form** is required to sign out a key by all except UUCB staff, UUCB committee key holders, and UUCB ministry team key holders
  - a. ***This deposit will be returned via mail in a check form within 2 weeks when the key is returned.***
4. Keys are only to be signed out by the Administrator of Facilities, Bridge Rauch. They are available every Sunday before and after services and during weekday office hours by appointment.
5. The following information is required to be shared on the key sign-out sheet to sign out a key:
  - a. The key number
  - b. The date the key is signed out
  - c. The name of the ministry, team, organization, or reason for signing out a key
  - d. Printed name and contact information for the keyholder
    - i. Email or phone for immediate contact
    - ii. Mailing address for mailing the deposit
  - e. Signature acknowledging receiving a key and a copy of the building lock-up procedures
  - f. Deposit Paid? (Yes, no, or partial)
6. Always notify the Administrator of Facilities of changes in your group's schedule so that we know that that space is available for others or if the group intends to meet outside of previously scheduled hours.



7. **Never** duplicate keys.
8. **Do not loan keys to anyone**, even within the group or to immediate family members. If someone needs a key, they need to contact the Administrator of Facilities and sign one out separately.
9. When leaving the building, always check for other groups using the facility.
  - a. If there is another group meeting in the building when you leave, speak to the Key Holder for that group and let them know you are leaving and that they are responsible for locking up.
  - b. If you can't find anyone else in the building to tell that you are leaving, then **you are responsible for the lock-up of the building**.
  - c. **NEVER leave the building without speaking with another Key Holder or locking up.**
10. If the last in the building, **to close and lock-up the following steps MUST be completed:**
  - a. **Be sure *all* the exterior doors are secured.**
    - i. Please note: some of the doors look closed when they are not. **Please TEST the doors by gently pushing or pulling on them** to make sure they are fully closed.
      - a. Exterior Door Locations:
        - i. Garden Entrance/Exit (located off Parish Hall)
          - i. Interior Double Doors
          - ii. Exterior Double Doors
        - ii. Elmwood Entrance/Exit
        - iii. Kitchen Entrance/Exit
        - iv. West Ferry Entrance/Exit located in Sanctuary
          - i. *The West Ferry Entrance/Exit is only to be used during Worship Services or official functions like Weddings.*
      - ii. Having difficulty securing any of these doors? Here are some troubleshooting steps to try:
        - a. Weather and the age of our facility may make the door stick-push from the exterior or pull hard from the interior or try lifting the door up by the door knob to better align the deadbolt.
        - b. Some doors have pins which need to be in the "down" position to fully secure the doors.



**b. Kitchen:**

- i. Stove and oven are off
- ii. Coffee makers are unplugged

**c. Report any problems to the Administrator of Facilities, Bridge Rauch, at [brauch@buffalouu.org](mailto:brauch@buffalouu.org) or, if an immediate issue that must be dealt with before you can leave, by calling 315-561-9349.**

11. If the last in the building, to **fully** close and lock-up the following **should** be checked. These steps are not required for every lock up but are greatly appreciated and taking a moment to walk through these steps increases the safety, security and maintenance of our facility:
- a. Make sure that all spaces that you have used are clean and orderly.
    - i. Check Basement, Ground Floor, Kitchen, Sanctuary, and Second Floor.
  - b. Check that:
    - i. All lights are off.
    - ii. Water is not running in any sinks or commodes.
    - iii. No visible leaks or flooding in Basement or elsewhere.
    - iv. All windows are closed.
      - a. If unable to close a window, do not force it closed as this may damage the window. Instead, call the Administrator of Facilities at 315-561-9349 with the location of the window so that we may take note and address as appropriate.
      - b. Stained glass windows in the Sanctuary are often left open during the summer months. **Do not attempt to close these windows as this may cause damage.**
  - v. Kitchen:
    - a. Stove and oven are off.
    - b. Coffee makers are unplugged.
    - c. Food and beverages appropriately stored.
    - d. Dishes rinsed and racked or fully washed and stored.
    - e. Trash disposed of or appropriately stored.



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THE REVEREND JOAN MONTAGNES, MINISTER

***I have read the foregoing policies and agree to abide by them.***

Signature:

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Printed Name:

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Date:

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Organization Name (if applicable):

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