



The Unitarian Universalist Church of Buffalo
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The Reverend Cathy Harrington, Interim Minister

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

These procedures are intended for all key holders- UUCB staff, ministry teams, activity coordinators, committees, and outside groups using the building.

When you are assigned a building key, you assume full responsibility for the key, the building use responsibilities, and the following procedures for closing the building:

1. Key Responsibilities

- a. Building keys allow access to the kitchen exterior door, garden entrance exterior doors, the West Ferry exterior doors, and Elmwood exterior doors.
- b. Never duplicate keys.
- c. Keys are only to be signed out by the Church Administrator. You must schedule an appointment with the Church Administrator to do so – even when switching ownership of the key.
- d. Always notify the Church Administrator 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.
- e. 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 Church Administrator and sign one out separately.
- f. You are not permitted to use the key outside your scheduled meeting time with the only exception being for lost item retrievals.

2. Building Use Responsibilities

- a. While operating your group you are responsible for the safety of your party and the church. This includes watching the door and monitoring the comings and goings of all people. If anyone enters the building who does not belong to your group, you are responsible for removing them from the premises or notifying the police to do so in extreme cases where safety is a concern.
- b. You are required to keep all doors locked at all times. You must assign a person from your group to allow people into the building.
- c. Any damage or theft incurred will result in an invoice for the replacement of those items/maintenance.
- d. You and your group are only permitted access to your assigned meeting space and the bathrooms.
- e. You are responsible for the set-up and break-down of your event.
- f. Should you fail to withhold these responsibilities your contract could be terminated, and you must return your key.

3. Closing Procedures

- a. Assume that you are the last group in the building and always lock up using the following steps:
 - i. Be sure all the exterior doors are locked and secure. (All three sets of garden entrance doors, the kitchen door, the West Ferry Sanctuary doors, and the Elmwood door)
 1. Please note some of the doors look closed when they are not. Please TEST the doors by gently pushing or pulling them on to make sure they are fully closed.
 2. Please note that the garden entrance interior and exterior doors have pins on the insides of the doors. Please make sure these pins are locked into the ground, ensuring that the doors lock fully and cannot be pushed open while locked.

3. The West Ferry Entrance/Exit is only to be used during Worship Services or official functions like Weddings.
- b. Check in the kitchen and ensure that the stove and oven are off, the coffee makers are unplugged, any water is shut off, and the lights are turned off.
 - c. Make sure that all spaces that you have used are clean, orderly, and trash is disposed of.
 - d. Make sure there are no visitors in the building. Please check the basement, ground floor, kitchen, sanctuary, and second floor.
 - e. Make sure all lights are off, no water is running in any sinks, and all windows are closed.
 - i. If unable to close a window, do not force it closed as this may damage the window. Instead, call the emergency contact with the location of the window so that we may take note and address as appropriate.
 - ii. 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.
 - f. If any leaks or flooding are noticed, please call the emergency contact listed on your contract.
 - g. Report any problems to the Church Administrator at office@buffalouu.org or, if an immediate issue that must be dealt with before you can leave, by calling the emergency contact listed on the contact.