

Dundas Street Centre United Church Policy Manual

Section: D. Facilities

Title: **Security**

Policy #: D-05

Approved/Amended: Nov. 8, 2014; Feb. 14, 2015, Mar. 14, 2015; Nov. 14, 2015; Feb. 13, 2016; Feb. 11, 2017

Referral Committee: Property

1. Purpose

As stewards of our facilities it is important to have policies that protect them and the contents. In the matter of security it is always a balance of securing the premises and the convenience of users. It is necessary to sacrifice convenience in many cases to provide improved security, but this policy seeks to find a balance in providing convenience of use wherever it is deemed possible without compromising security significantly.

2. Access with Keys

To provide convenience of use, some keys will be assigned on a permanent basis to users of our facilities (members and outside groups/individuals) at the discretion of the Unified Board. Any such approval must have a reason acceptable to the Board but the Board will seek to minimize key distribution as the greater this is, the more security can be compromised. In all cases there will be an individual to whom the key is assigned who is fully accountable for its use and return if it is no longer needed. The church secretary maintains an up to date list of all key assignments. Users are discouraged from loaning their keys to others and remain fully accountable for the use of their keys. Note that keys may also be “signed out” from the office as per section 2.2.2 of this policy.

2.1 Keys and Locations

All keys are handled and distributed by the church secretary who maintains a record of key holders.

The Sanctuary entrances on Dundas St. have unique keys which are not given out. The Shambleau Hall entrance on Dundas St. has a unique key which would be provided only to a renter. All other outside doors are opened by a common key which is referred to as an “external door” key in this policy.

2.2 Assignment of Keys

2.2.1 Permanent

Keys are made available permanently to employees, certain members and adherents ex-officio, as specified herein. Individuals entitled to a key may choose to accept it or not. Any other person believing they should have a key permanently assigned to them may apply to the Board stating the reasons. The Board may or may not approve such requests.

The Rental Co-ordinators sub-committee may assign either External Door or Church Office keys permanently to external users who require regular access when the church is not normally open. Any other keys for external users must be approved by the Unified Board. The church secretary will formally issue the keys on direction of the committee and keep an appropriate record. This committee will follow all of the other aspects of this policy when so doing and ensure that when the use of the external group ends or changes, that any assigned keys are returned. Any dispute as to whether or not a key should be assigned to an external group/individual can be appealed to the Unified Board whose decision is final.

Any reassignment of keys must be approved by either the Rental Co-ordinators sub-committee or the Unified Board. The church office must be informed of any change in key holders to keep the list of key holders up to date. The list of key holders is not to be posted on the DSCUC web site.

2.2.2 Temporary

Any individual or group may request assignment of a key on a temporary basis by completing the appropriate form and submitting to the office. All such requests will be considered and decided by the Rental Co-ordinators sub-committee. If approved, a return date must be specified. The committee can make a decision that is a general one to avoid multiple applications. e.g. that the co-ordinator of event X which occurs annually will always be entitled to keys to relevant rooms.

The secretary will be so advised and then the key can be issued by and returned to the office each year.

2.2.3 Key Entitlements

Employees and members/adherents are entitled to be issued specific keys to permit efficient performance of duties. A list of entitlements is in Appendix A – which will not be published.

2.3 Signing for Keys

All key holders are required to sign out keys on the appropriate form.

2.4 Return of Keys

Keys should be returned as soon as possible to the church secretary, including temporary or permanent keys that are no longer needed by the key holder OR if keys are requested to be returned by the Unified Board or the Rental Coordinators.

2.5 Lost Keys

If a key holder believes that they have misplaced or lost their keys, they should contact the church secretary as soon as possible.

3. Security of External Entrances

In many ways this topic is the most critical with regard to overall security. All external doors should remain locked at all times except during church services or special events/concerts. When any external door is left unlocked it must be monitored formally or informally at all times. During church services, greeters and ushers informally monitor the Dundas St. sanctuary entrances and the custodian on duty monitors the rear Shambleau Hall entrance. The kitchen entrance can be informally monitored by all those in the kitchen. Once the service has commenced, the rear Shambleau Hall entrance and kitchen entrance will be locked by the custodian. During events and concerts, door monitors must be assigned if doors are to be unlocked.

At all other times it is preferable to keep all doors locked. It may, however, be practical to unlock a door from time to time for a specific purpose. Any individual so

doing must ensure the unlocked door is monitored and is responsible to lock the door again when the need has resolved. Staff must be advised when doors are unlocked.

Following any event held in the church, a designated person needs to assume responsibility to check that external doors are securely closed and locked.

4. Breach of Security

If any person discovers a breach of security (an occurrence in violation of this policy such as a door unlocked or unattended) they should report it to the church office as soon as possible. The church office will have a form available for this purpose, but if the office is closed the occurrence may be reported by e-mail to the secretary. The report should state the nature and location of the breach, the date and time it was discovered and the name of the person reporting. The secretary will prepare this information on a form for the signature of the person reporting. The Property Committee will be provided a copy of the form and will investigate to try and determine the cause to take preventative measures for the future.