

Policy for Church and School Keys

All keys to the buildings and rooms of the CMF facility are the property of the church, are the responsibility of the person to whom issued, and are not to be duplicated. The church admin manages, records, and issues keys for church officers and school personnel as needed and as authorized by the Trustees. At the end of a school year (May 31) or church year (August 31) those whose term in office is ending shall return all issued keys to the church office. A fine of \$50 per key shall be paid for lost keys (maximum \$250).

Approved by Church Council, January 20, 2016