

KING'S LYNN CHRISTIAN FELLOWSHIP

ALSO KNOWN AS THE KING'S CENTRE

POLICY FOR THE USE OF THE KEYS AND LOCKS AT THE KING'S CENTRE

Keys

- 1 Keys for external doors will only be provided for employees and members of KLCF who require access to the buildings to carry out legitimate church business.
- 2 A register will be held in the Church Office showing which keys have been given to which people; each person who is provided with a key should sign to acknowledge receipt of it.
- 3 Keys should be kept securely; if it is suspected that a key has been lost, the Centre Manager, or in his absence an Elder or Trustee should be informed immediately.
- 4 Keys may not be lent to any other people without the express permission, in advance, of two of the Elders or Trustees.
- 5 All key holders must sign the Code Lock Agreement and abide by the conditions therein, whether accessing the building using the code lock or a key.

Code lock

- 1 The code for the code lock on The King's Centre external door will only be issued to people who are employees or members of KLCF, and who require access to the buildings to carry out legitimate church business and have signed the Code Lock Agreement.
- 2 Membership of KLCF does not automatically confer the right to be given the code and the Elders and Trustees reserve the right to withhold the code for any reason from anyone who requests it.
- 3 They may use it only to access the church building for legitimate church business or in an emergency.
- 4 The agreement makes clear that the person must not disclose the code to anyone else, including other members of their family. It also makes it clear that if anyone asks him/her for the code that he/she must politely refuse to tell them and direct them to the Church Office.
- 5 A register will be held in the Church Office of all those that have been given the code.
- 6 The code will be changed from time to time.
- 7 The code will also be changed immediately if it is believed that an unauthorised person may know the code, if an authorised person ceases to be a member of KLCF or if the Elders decide that an authorised person should no longer be allowed to have access to the code for any reason.
- 8 Anyone who contravenes the agreement by allowing an unauthorised person to gain access to the code may not be re-issued with a new code.
- 9 Anyone using the code to access the building must close the door securely behind them when they arrive and when they leave for their own safety and for the security of the building, except when a church meeting is taking place.