

THE TOWN OF FORT FRANCES

Section: Sister Betty Kennedy Centre

Policy: Keys

Creation Date:

Resolution Number: DRAFT

Policy Number:

Purpose:

In order to maximize security for the Sister Kennedy Centre a limited number of keys will be produced and distribution will be controlled.

Procedures:

The Master Key which will open the outside doors and the office door shall be distributed as follows:

- The Manager of the Centre or designate
- Secretary of the Board or designate
- Community Services Manager

All keys shall be issued by the Manager.

Door keys shall be issued to volunteers who are responsible for opening the Centre in the morning and for activities which take place on a regular year-round basis.

Individuals who require a key for specific approved events shall make arrangements with the Manager to pick up the key or to have the Manager open the Centre.

The key shall be returned immediately following the event by putting it in an envelope and dropping it into the mail slot of the Manager's office.

Keys shall not be copied.

Keys shall not be transferred from one individual to another

Lost keys shall be reported immediately to the Manager.