



## FIRST UNITARIAN SOCIETY IN NEWTON

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**FUSN Issuance 2011-17**

**Policy**    **Information**

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**From:** Pat Rohan  
Chair, Operations Council

**Date:** March 24, 2011

**Subject:** Key Policy

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**Policy:** For the greatest possible building security, we try to keep the number of keys outstanding to a minimum. We have submaster keys for various tenant and auxiliary spaces that correspond to the uses we have contracted with them. The administrator keeps a list of keys and those tenants or individuals who have them. Keys must be returned to the administrator when keys are no longer needed for a group that disbands or a lease that ends.

Keys get lost and too widely distributed over time in any well used building. Thus, periodically the keys to both the outside and inside doors of FUSN will be changed. Changing of the keys will be announced by email or newsletter to the FUSN community. The administrator will distribute new keys during normal business hours or on Sunday before and after services.

**Attachment:** The second page of this document provides a description of exterior and interior doors accessed by master and submaster keys. The attachment also describes typical assignment and use of various keys.

**Contact:** Please contact the administrator or the chair of the Building and Grounds Committee for additional information.

## **EXTERIOR DOOR KEYS**

We have one key for the historic main door of the Sanctuary which is kept by the Administrator and accessible to the Beadle and the bonded cleaning company.

The master exterior door key opens the rear door to the parking lot, the two side doors to the Narthex, the exterior door under the Tower to the classroom corridor, the exterior door on Washington Street to the Parish Hall and the side door to the yard from the Parish Hall.

This key is given to all FUSN staff, Pine Village staff, Dorshei Tzedek staff, the bonded cleaning company, various other renters according to our agreements with them and a very limited number of other FUSN congregants. If FUSN members are booking events for hours when staff are not present, it is the member's responsibility to sign out a key from the administrator and return it promptly after the event.

## **INTERIOR DOOR KEYS**

The highest level of master key opens all doors in the building. The Fire Department, FUSN staff, the bonded cleaning company and a very limited number of FUSN congregants have this key. This key also opens all staff offices which are deemed to be private spaces belonging to those staff and not to be entered without agreement from and notification to those staff.

Submaster keys open all the classroom spaces with one submaster opening the offices and first floor classrooms for Pine Village Preschool and another opening all the basement classrooms and offices of Dorshei Tzedek Hebrew School.

The copy room is on another submaster key which is more widely available to FUSN members and Sunday school teachers.

The boiler room is on another submaster key distributed to members who can help maintain the heating and air conditioning systems.

The door to the Tower is on another submaster key available to the cell antenna tenant and chimers.

The Preservation closet is on another submaster key available to the members of that committee.

The kitchen cabinets and Alliance Room closet have various keys held by the Community breakfast committee and Alliance members. These keys are not mastered to the main master key but the administrator also keeps a copy.