

## Williamsburg Players, Inc. Policy and Procedures Manual

Title: Keys, Building		Number:
		e file name: Key Policy
Date	Change Summary	
4/21/98	Initial inclusion into P&P Manual	
5/15/01	Revised Policy	
12/17/03	Revised Policy	

(Note, policies are statements or rules, procedures are methods or courses of action. The vertical line in the margin denotes last revision.)

### 1. Objectives or Purpose:

The objective of this policy is to provide keys expeditiously into the hands of those who need them while retaining a reasonable level of accountability. The issuance of a key is temporary, not permanent. Experience has shown that keys need to be held by members of the Board of Directors, the members and staff of the Executive Committee, several services or product providers, specified contractors, stage managers, producers, directors, and others on a case by case basis.

### 2. Policies or Procedures:

A. The keys to the building are to be handled by the VP of Production or VP of Maintenance.

B. Permanent issue keys are issued to each Board member, each staff member, specific volunteers who provide routine support, and Dominion Power to read the meter, refer to the issue list.

i. Issue List (permanent issue):

- 1) All Board Members
- 2) All approved staff personnel
- 3) Dominion Power
- 4) HVAC contractor
- 5) Cleaning contractor

C. Keys may be signed out to a production staff at the start of a production and then returned at the end of each production.

i. Issue List (temporary issue as requested, all to be returned):

- 1) Producers
- 2) Directors
- 3) Stage Managers
- 4) Technical Directors

D. The Board reserves the right to charge a person issued a key who loses or fails to return it, for the cost of re-keying the building.