

Strongsville Historical Society
Policy Regulating Key Distribution and Retention

To grant direct access to the Strongsville Historical Society facilities, the following restrictions shall be placed on distribution and assignment of keys for the various facilities and properties of the Strongsville Historical Society:

1. The following access keys are identified within this policy
 - 1.1 Master keys to all buildings- (P)
 - 1.2 Individual House Keys (1-9)
 - 1.3 Archives/Collections/Textile Room
 - 1.4 Treasurer's/Membership Office
 - 1.5 Supply room
 - 1.6 Display Case Keys (Doll Museum, Lathrop, etc)
 - 1.7 Cabinet Keys – Treasurer/Archives
 - 1.8 Key Boxes (Treasurer-master keys and old keys and Archives Office current keys to use)
 - 1.9 Linen Cupboard/Streeter prints
 - 1.10 Hat museum drawers
2. A signature and approval log shall be maintained by the Strongsville Historical Society President and Maintenance Chairperson or authorized Board member and will be located in the Archives. This log book will contain a separate list of each key type and the signature of any member issued a key shall be logged into this record along with the date of the key assignment.
3. Issuance of Master Keys to All Buildings-
 - 3.1 Authorization of key distribution shall be made by the President and/or Vice President
 - 3.2 The issuance of any and all keys to elected officers, committee chairs, or general members shall be communicated to the Board of Directors
 - 3.3 Keys will not be transferred or loaned
4. Issuance of Office File Cabinet Keys
 - 4.1 These keys are to issued only to the Treasurer and President
5. Issuance of Other Keys (to contractors etc.)
 - 5.1 All other keys for access to the Society facilities shall be kept at the Strongsville Historical Society facility and locked within the key box in the Treasurer's office or Archives Office. These specific keys shall not be assigned to any individual member, and access to these keys will be made available by those holding keys to the file cabinets.

5.2 Keys may be issued to contractors as needed for short term use upon the approval of the President and/or Vice President. Final payment will be made to contractors upon return of keys and satisfactory completion of work.

6. Returning Keys

6.1 At the request of the Board of Directors and/or President, any member that has been issued keys shall produce the keys in a timely fashion.

6.2 Failure to produce the requested key(s) may result in the following penalty

6.2.1 Billing of costs to replace corresponding door locks and key replacements.

6.3 Return of short term key use should be no later than 2 weeks following the conclusion of an event.

7. Key Security and Loss of Keys

7.1 Members issued keys shall be responsible for the safe keeping and security of the keys issued. In the event of loss of keys, the member who lost the key(s) may be held responsible for the cost of lock replacement and key duplication as determined by the Board of Directors.