



## PTG BOARD POLICY 3-7

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### **POLICY TITLE: Key Control**

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#### **POLICY STATEMENT:**

The Peterborough Theatre Guild controls access to and security of the building and its contents by maintaining key control and a key distribution record. The purpose of the Key Control Policy is to oversee the access to PTG, safeguard its material assets and define the authorities and procedures for key control at PTG.

#### **DEFINITIONS**

Key Control Manager shall be the Property Manager. The Key Control Manager (Property Manager) reports to the PTG Board.

#### **POLICY**

1. Key supplies and an accurate, up-to-date record of distribution is maintained by the Key Control Manager.
2. Keys are distributed to play personnel, department heads, selected department members, maintenance personnel and security authority or other individuals on an “as-needed” basis by the Key Control Manager or their designate. Keys are returned/collected when no longer needed as requested by the Key Control Manager or their designate.
3. The Key Control Manager will provide key(s) to the Production Manager who will distribute and collect keys for a show. It is the sole responsibility of the Key Control Manager to ensure all keys distributed are recorded prior to distribution and returned within thirty days of the close of the production.
4. The Key Control Manager shall distribute and collect keys for the Production Executive department heads.
5. All PTG keys shall be stamped with an identifying letter as outlined in the Key Inventory List.
6. No PTG key shall be duplicated except by the Key Control Manager.
7. No access key to PTG shall be issued to anyone under the age of eighteen (18).
8. The Guild locks shall be changed by the Key Control Manager when approved by the PTG Board.

#### **MONITORING:**

The Key Control Manager shall monitor the risk of the keys in circulation and advise the PTG Board accordingly of any risk of access to the building.

The Key Control Manager shall conduct an annual review of the key distribution list and request the return of keys from those volunteers they no longer consider require key access to PTG.

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Approved by the Board: October 2013

Revision #1: April 24, 2014

Review Date: April 2016

Approved by Board of Directors: April 24, 2014

Related Policies:

Related Documents: 1) Key Inventory List 2) Key Distribution List

## Key Inventory List

Keys provide access to a variety of building locations as follows:

<b><u>Key #</u></b>	<b><u>Location</u></b>	<b><u>Master</u></b>
1.	Entrance Doors (Lobby, Backstage & Handicapped entrance)	A & B
2.	Wardrobe (Men's {2 doors} & Women's)	A
3.	Properties (Main property storage A & B, and closet off Studio "B")	A & B
4.	Electrical (closet backstage right, closet below back stairs)	A & B
5.	Refreshments (Closet below lobby stairs)	A
6.	Office (2 locks)	A & B
7.	Tool room	A
8.	Box Office	A

### Master System

- A. Grand Master – All locations except Bar
- B. Sub Master – Entrance, Properties, Electrical, Office.

# 1      # 3      # 4      # 6