

LEVEL ONE key log page

Level One: Opens one general access door. This is the only key issued to non-members, as described in the section “Scheduling Non-Church Use of Facilities” [of the Facilities Use Policy.]

1 - \_\_\_\_\_ KEY LOG PAGE

Recipient Name	Phone	Exception Granted?	Organization Represented / Reason Issued / Note on exception, who approved	Recital or Class 2,3?	Deposit Amount	Date Key Issued	Date Key Returned

LEVEL TWO key log page

Level Two: Opens all doors at Plymouth except the offices of program staff members. This key is issued to church members as needed to perform their roles in the church organization. Exceptions to this rule require the approval by both a program staff member AND the Trustee Committee Representative.

2 - \_\_\_\_\_ KEY LOG PAGE

Recipient Name	Phone	Exception Granted?	Organization Represented / Reason Issued / Note on exception, who approved	Member?	Deposit Amount	Date Key Issued	Date Key Returned
				Y	0		
				Y	0		
				Y	0		
				Y	0		
				Y	0		
				Y	0		
				Y	0		

LEVEL THREE key log page

Level Three: Opens all doors at Plymouth. This key is issued only to staff members and the head trustee. Exceptions to this rule require approval by both a pastoral staff member AND the Trustee Committee Representative.

3 - \_\_\_\_\_ KEY LOG PAGE

Recipient Name	Phone	Exception Granted?	Organization Represented / Reason Issued / Note on exception, who approved	Member?	Deposit Amount	Date Key Issued	Date Key Returned
				Y	0		
				Y	0		
				Y	0		
				Y	0		
				Y	0		
				Y	0		
				Y	0		