

RWD Youth Hockey Association, Inc.
Reedsburg Area Community Arena (RACA) Facility Key Policy
Statement

- 1) Purpose: The purpose of this policy is to ensure building security, to provide optimal physical security and safety for RACA occupants, and to protect assets of the RWD Youth Hockey Association, Inc. This policy applies to RACA, located at 1411 Viking Drive in Reedsburg, WI, and is maintained by the Reedsburg Park and Recreation Department and the RWD Youth Hockey Association, Inc.
- 2) Scope This policy will cover the responsibilities of all key holders. For the purpose of this policy the term “key” will include keys and electronic access cards in the case the RWD Youth Hockey Association, Inc were to upgrade to such access.
- 3) Policy It is the policy of RWD Youth Hockey Association Inc’s Board of Directors to limit and tightly control the number of keys and access to RACA. All keys to RACA and spaces within the building are the property of the Reedsburg Park and Recreation Department and the RWD Youth Hockey Association, Inc and must be obtained and managed in accordance with this policy.
- 4) Key Holder’s Responsibility
 - a) A key holder is a person to whom an authorized key has been issued.
 - b) The key holder is personally responsible for the use of all keys until the keys are returned to the RWD Youth Hockey Association, Inc. Board of Directors, or designated Facility Manager.
 - c) Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual.
 - d) Key holders assume responsibility for the safekeeping of the key and its use. It is understood that the key is only to be used by the holder and that they will not make it available to anyone else.
 - e) Key holders shall not unlock RACA or rooms within RACA for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the RWD Youth Hockey Association, Inc’s Board of Directors to have legitimate need for access to RACA or rooms within RACA.
- 5) Guidelines
 - a) Access- Master keys will be provided to the Reedsburg Park and Recreation Department as to allow access year-round, safety, and security of RACA. Master keys will be provided to members of the RWD Youth Hockey Association, Inc’s rink crew. The rink crew is responsible for the daily operation of the facility during the hockey season. Master keys will provide access to enter the facility through any outside door, to the Zamboni room, maintenance & mechanical room, locker rooms, bathrooms, and concession areas. Other keys distributed will have Limited Access compared to Master keys. Limited Access keys and those areas of Limited Access will be determined by the RWD Youth Hockey Association, Inc’s Board of Directors. The Board of Directors will determine who receives the Limited Access keys. The Board of Directors of the RWD Youth Hockey

Association, Inc. are the only members allowed to distribute Master or Limited Access keys. Volunteers that may receive a Limited Access key include, coaches, concession stand workers, and cleaning crews.

- b) Key Custodians- The RWD Youth Hockey Association or Designated Facility Manager will be responsible for tracking and giving out keys.
- c) Key Audits- The RWD Youth Hockey Association, Inc may request an audit of any keys distributed to members of the Association at any time.
- d) Lock Changes- All requests to rekey, installation of new locks, and key requests must go through the RWD Youth Hockey Association, Inc. In the case of major renovations to the property, the Reedsburg Park and Recreation Department will notify the RWD Youth Hockey Association, Inc of such changes to locks and access to the property.

6) Lost Keys

- a) When keys are lost, they be reported immediately to the RWD Youth Hockey Association, Inc or Designated Facility Manager.
- b) Members who lose keys are subject to disciplinary actions and costs associated with replacing locks or rekeying of RACA and rooms within the RACA. The RWD Youth Hockey Association, Inc may request a payment of up to \$500 from the key holders that lose keys or provide them to unauthorized individuals, unless the cost to remedy replacing locks or rekeying RACA is less.
- c) New keys can only be authorized and purchased by the RWD Youth Hockey Association, Inc's Board of Directors, or Designated Facility Manager.

7) Returning Keys

- a) Transferring keys between members of the RWD Youth Hockey Association is prohibited. Members will return all keys to the Board of Directors only, as to help maintain a proper inventory of the distributed keys.
- b) If a member of the RWD Youth Hockey Association, Inc is no longer a Rink Crew member and holds a Master Key, that key must be returned to the Board of Directors, or the Designated Facility Manger.
- c) If a member of the RWD Youth Hockey Association, Inc is no longer volunteering for a position that requires Limited Access keys, that key must be return to the Board of Directors, or the Designated Facility Manager.

By signing this document, you are agreeing to follow the guidelines set in the Facility Key Policy Statement. Failure to follow the guidelines can require disciplinary actions or monetary requirements as set forth by the RWD Youth Hockey Association, Inc Board of Directors.

Signature _____ Date _____

Printed Name _____