



A policy of the Muskegon Railroad Historical Society Regulating Facility Key Distribution and Assignment.

Enacted this September 19, 2006, the MRHS Board of Directors enact the following policy regulating the distribution and assignment of door keys.

To grant direct access to the MRHS facilities, the following restrictions shall be placed on distribution and assignment of keys for the various facilities of the MRHS.

1. The following access keys are identified within this policy
 - 1.1. Front Door Key
 - 1.2. Office/Library Door Key
 - 1.3. Work Room Door Key
 - 1.4. Layout Rooms Door Key
 - 1.5. Office File Cabinet Keys (2 keys required)
 - 1.6. Display Case Keys
 - 1.7. Library Storage Cabinet Keys
 - 1.8. Donation Station Key
 - 1.9. Post Office Box
2. A signature and approval log book shall be maintained by the MRHS secretary or authorized Board member and will be located in the MRHS library. 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 key assignment.
3. Issuance of Front Door, Layout Room, Office/Library, and Workroom Keys
 - 3.1. The issuance of any and all keys to elected officers, committee chairs, or general members shall be approved by the Board of Directors
 - 3.2. Any board member, layout committee chair, librarian, or building chair may request issuance of keys for any/all of the front door, layout room, office/library, or workroom door keys.
4. Issuance of Office File Cabinet Keys
 - 4.1. File cabinets located within the MRHS office shall be securely locked at all times not directly in use.
 - 4.2. Due to the nature of items kept within the file cabinets, access keys to these cabinets shall be restricted members of the current Board of Directors.
 - 4.3. The secretary and treasurer shall hold permanently assigned file cabinet keys.
 - 4.4. Additional members of the board of directors may request assignment of a key for the file cabinets for approval by the board of directors.
5. Post Office Box Keys
 - 5.1. Post Office box keys shall be maintained by and available to the Board of Directors.
 - 5.2. One key must be kept at the MRHS facility in the locked file cabinets located in the office.
 - 5.3. At the direction and approval of the board of directors, the board may assign a key to a designated member for the routine pick up and delivery of mail from the Post Office to the MRHS facility.

6. Issuance of Other Keys

6.1. All other keys for access to MRHS facilities shall be kept at the MRHS facility and locked within the file cabinets in the 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.

7. Returning of Keys

7.1. At the request of the Board of Directors, any member that has been issued keys shall produce the keys in a timely fashion.

7.2. Failure to produce the requested key(s) may result in the following penalties:

7.2.1. Suspension of membership

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

8. Key Security and Loss of Keys

8.1. 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.

Signatures:

President Thomas Anderson

Secretary Thomas Van Bruggen
