

Key Proposal for the OLT 1/17/19

All Door Locks Will Be Re-Keyed to Start This Process. Brad Storey will handle the changeover.

Access Key will open both the front and back doors of the theatre.

Master Key will open every door.

Office Key will open the office doors.

Costume Key will open the door to the costume area door.

All keys are to be numbered and inscribed with "Do Not Duplicate".

Each key will be signed out with a signature.

A deposit of \$25.00 will be required for all Temporary Keys loaned out. This deposit can be in the form of a check held, and not deposited, until the key is returned and signed back into the theatre.

Board Members, Custodians and Office Staff are not required to put down a deposit.

Additional copies of Master Keys, Access Keys, Office Keys and Costume Area Keys will be held securely in the office and be available for emergency use or expedient use by workmen.

The signature slips and record of keys will be held in a ring binder in the office and will be the responsibility of the Vice-President/House Manager.

Assignment of Keys:

Access Keys (front and back doors) will be issued to :

- Costumer

- Props Manager

- Board Members requesting a key.

Master Keys (access to all doors) will be issued to:

- President

- Vice-President/House Manager

- Custodians (2 keys for Robbie and Gini)

Costume Area key issued to:

- Costumer

Office Door Keys:

- Office Staff (Beth and Will)

- Treasurer

Temporary Keys will be issued when needed to:

- Current Director:

 - Access Key

 - Costume Area Door (for access to sound and light areas for technical crew)

- Costumer:

 - Access Key

 - Costume Area key

- Music Director:

 - Access Key

Additional Temporary Keys will be issued as needed, with reservation.