

## **FRONT SECURITY ENTRANCE KEY POLICY**

Front entrance security keys will not be given to guests, non-members or children under the age of 16.

A front entrance security key can be requested by a member, in writing for their child between the age of 12 and 15 or for their long-term guest that has been approved by the Board of Directors.

Front entrance security key will be provided one to each member upon move-in. The member will sign for their key and will be responsible to return it upon move-out. Lost front entrance security key in member's possession will be their responsibility and any replacement key will be replaced at the cost of \$35.00 per key.

The member will accept all responsibility for their key upon signing for it and if the lost key creates undue hardship to the co-op, the financial responsibility of changing the front door security entrance locks and a new supply of keys for that new lock could be charged to the member upon the decision of the Board of Directors.

The member may apply at the co-op office, in writing and sign a request for a front entrance security key for the member's child between the ages of 12 and 15. This request can apply for a member's child whether the child lives with the member full time or part time. The request, if denied, can be appealed to the Board of Directors at the next scheduled Board of Directors meeting.

A deposit for the front entrance key for a child between the ages of 12 and 15 will be required at the cost of \$35.00. The deposit is to be returned to the member when the child reaches the age of 16 years of age, if the child becomes a member. A member's child, who has become a member, will be provided with a front entrance security key at no charge. When the child is no longer a member, the key is to be returned to the office and treated as a move-out.

The member may apply at the co-op office, in writing and sign a request for a front entrance security key for their long-term guest that has been approved by the Board of Directors. A deposit for the front entrance key for the long-term guest, if approved, will be \$35.00. The request, if denied, can be appealed to the Board of Directors at the next scheduled Board of Directors meeting. The deposit is to be returned to the member and the key returned to the office when the guest ceases to be a long-term guest of the member or the member ceases to be a member.

Any keys provided by the office from a signed request by a member will be their responsibility as a key assigned to them as stated above.

A record of all keys on loan will be kept in the office with records of deposits held.

**ACCEPTED BY THE BOARD OF DIRECTORS ON \_\_\_\_\_.**