Timberlane Fine Arts Policy Manual

KEY AND ACCESS POLICY			
Number:	A2	**Section**	Administration
Effective Date:	2026/08/29	**Version:**	1
Approved By:	TFAA Board	**Page:**	1 of 3

Purpose

This policy describes how a member becomes a key holder for the Timberlane Fine Arts Association (TFAA) building and their responsibilities.

Scope

This policy applies to active and inactive members of the TFAA as defined by the bylaws.

Definitions

n/a

Policy Statement

To become a key holder, a member must:

- Be an active member for a minimum of six (6) months.
- Attend work days regularly.
- Sign the independent access agreement.

Keys to the TFAA building are issued to members at the discretion of their department head(s). In the absence of a department head, members should approach the president to request a key.

The key deposit is $30. If the member returns the key, they will receive a $25 refund.

Lost keys must be immediately reported to the Membership Director. Lost keys will be reissued for a cost of $5.

If two people in the same household are members and are eligible to become key holders, they may be issued a single key upon their request.

Roles and Responsibilities

Members

- Accept the responsibilities of being a key holder.
- Pay the key deposit/replacement fee and record the payment following current fiscal procedures.
- Inform the Membership Director if their key is lost.
- Return the key when no longer a TFAA member.

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Department Heads/President

- Consider and approve/deny member requests for keys.
- Inform the Membership Director of key requests and their decision.

Membership Director

- Maintain a key registry and file of independent access agreements.
- Issue keys following requests by department heads or the president.
- Issue replacement keys if necessary.
- Accept returned keys and inform the Treasurer that a key refund must be issued.

Treasurer

- Accept and record key deposits and replacement key fees.
- Issue key refunds for returned keys.

References

n/a

Attachments

Independent Access Agreement

Independent Access Agreement

I, _____, accept the responsibility of being a key holder for the Timberlane Fine Arts Association building. I attest that I:

- Am a member in good standing of at least six (6) months;
- Attend department work days regularly; and
- Have had my request for a key approved by my department head or the TFAA president.

I also accept the following:

- I agree to uphold the TFAA Values, Expectations, and Guidelines.
- The key issued to me is mine and mine alone. I will not loan my key to anyone inside or outside of the TFAA for any length of time.
- I will use my key to access the building in order to appropriately use the equipment and facilities independently.
- I will check all exterior doors and windows to ensure they are locked if I am the last one to leave the building. This includes doors and windows in other departments.
- If I lose my key, I will immediately inform the Membership Director and will pay the appropriate replacement cost.
- I will return my key to the Membership Director when I am no longer a member of the TFAA.

Signed on _____, 20____.

_____

Signature

_____

Membership Director Signature

Key Number: