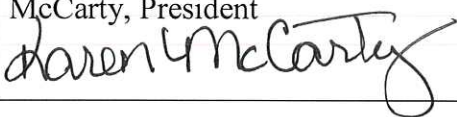


Pentacle Theatre Policy	SUBJECT: Theater Key Policy
Approved By: 2015 Governing Board, Karen McCarty, President 	Effective Date: November 23, 2015

Purpose: The purpose of the Key Policy is to ensure the security of its most valuable assets, the theater building

Definitions: Glogau. Pentacle Theatre's scene shop.

Policy: Access to the theatre building and the Glogau will be limited to those individuals with a legitimate business need.

Key assignments

- **Master Key:** one each for executive director, production director, facilities staff, facilities chair, board officers, board liaison for show in theater and two for director of show currently in theater (2 spare to be locked at office)
- **Hospitality Key:** one each for Hospitality Co-Chairs, House Manager of a current production and Acting Class instructor during class term (2 spare to be locked at office)
- **Wig/Costume Key:** one each for Costume Committee and Wig Committee chairs (2 spare to be locked at office)

Keyholders will agree to:

- Not duplicate the key.
- Not loan the key.
- Not provide access to Pentacle Theatre people who are not directly involved in a Pentacle Theatre production.
- Direct people seeking access to the Glogau or the Wig/Costume loft to work with the appropriate committee chair (props, costumes or wigs).
- Notify the Executive Director when a key is misplaced, lost or stolen.
- Safeguard the key at all times to prevent misuse or unauthorized access to the Pentacle Theatre.
- Return the key when no longer eligible to hold a key (as described in the Key assignments section above).

The Executive Director shall be responsible for:

- Keeping spare keys safely secured.
- Maintaining a key distribution log.

- Obtaining a “Pentacle Theatre Key Receipt Acknowledgement of Receipt and Conditions of Use” from each person receiving a key.
- Ensuring that a key is collected when an individual no longer has a business need for the key (for example: leaves the board, terminates employment with Pentacle Theatre, has closed the show under his or her direction).
- Temporarily assigning a key to a vendor or technician, as determined necessary for the smooth operation of the theater.

“Re-keying”

At least two of the following people—the Executive Director, Technical Director and Board President—may take action to rekey the building any time needed to ensure the security of the buildings.

Attachments:

[Key access levels](#)

[Acknowledgement form](#)