

# FLASCNA Key Holder Policy

64 Seneca St., Suite 202, Geneva, NY

The purpose of this policy is to make clear the responsibilities and accountability of any and all members who are to hold a key for any lock to or within FLASCNA's meeting place of 64 Seneca St., Suite 202.

## List of Requirements and Responsibilities

1. Must have no less than one year continuous abstinence
2. Will not ever pass the key to another member except to return the key at meeting of FLASCNA to the chairperson or acting chairperson.
3. Will leave Suite 202 in good order including, but not limited to: trash clean up, closing all windows, turning off all electrical items, and cleaning up any clutter generated by members' presence.
4. Will ensure that all file cabinets and locks within Suite 202 are locked and secured.
5. Will make sure that both bathrooms designated for use by FLASCNA are clean, lights off, and locked.
6. If abstinence is not maintained, will return the key to FLASCNA or an officer of FLASCNA immediately.

*By signing this key policy, I will adhere to the above listed responsibilities.*

\_\_\_\_\_  
Title / Position

\_\_\_\_\_  
Key is for . . .

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Date Issued – \_\_\_/\_\_\_/20\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

Date Returned - \_\_\_/\_\_\_/20\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness