

TEMPORARY ISSUE OF CLUBHOUSE KEYS*
POLICIES AND PROCEDURES RELATED
0910-004

1. General. The Lake POA Clubhouse is one of our most valuable assets and contains fixtures that must be protected and preserved. It is necessary and prudent to record and regulate those having access to this facility.

2. Policy: The Lake Royale General Manager is responsible for administering the Policy and Procedures relating to the issuing of Keys to the Clubhouse.
 - Two keys to the Clubhouse will be maintained by the Lake Royale Security Service personnel. Keys will be signed out by those on an approved access list or on a case-by-case communications from the General Manager or his designated representatives. Personnel signing out the key must present a picture ID.
 - The Lake Royale POA General Manager will prepare a list of those authorized to sign out keys to the Clubhouse according to the following criteria:
 - Any Member of the Board of Directors.
 - The Chairs of all POA Sponsored and Recognized Committees and up to two designated representative from each committee. (Note: it is the responsibility of each Committee Chair to maintain their Committee access list with the General Manager).
 - The Sponsor of a specific activity or function approved by the General Manager or his designated representative.
 - The General Manager will update the list as needed and provide it to the Lake Royale Security Service Director. (Note: The approved list may be posted on the server provided that it is password protected and may be altered only by the Lake Royale General Manager or his designated Representative).
 - Keys must be returned to the Lake Royale Security Service (Gate House) immediately following the scheduled event.
 - The key sign out roster will be maintained by the Lake Royale Security Service Director for 90 days, at which time it may be destroyed.
 - The Lake Royale General Manager will maintain a list of POA employees authorized to possess a Clubhouse Key.
 - The Lake Royale POA Manager or his representative will investigate all incidents when the Clubhouse is left unsecured after an activity is finished. Repeated occurrences of failing to secure the Clubhouse after an activity may result in suspension of an organizations right to use the facility.

*These Policies and procedures do not address access to the Clubhouse Facility by Lake Front Grill employees.