

**COLONIAL VIRGINIA COUNCIL
CONFERENCE ROOM KEY CHECKOUT PROCEDURE**

PURPOSE: The Colonial Virginia Council Conference Room will be made available for official Colonial Virginia Council & Boy Scouts of America organizations. Keys to the Conference Room and Building may be checked out by the lead volunteer of the organization who will follow the presented instructions and guidelines.

OBTAINING KEYS: The lead volunteer will complete the Key Request Form and submit it to their Staff Adviser who will review it with another Council Staff Member to ensure the space is available. Once the request is approved then the lead volunteer will receive a set of keys from the council office. One key will be to the Council Conference Room, one key will be to the building's external door.

ROOM FACILITIES: The room should be left in good Scout-manner "better than we found it". If any tables are rearranged then they should be returned to their original layout prior to departure. Any trash should be removed and disposed of in the dumpster

RETURNING KEYS: Upon departure, the lead volunteer should lock the deadbolt to the Council Conference Room and then will lock the building's external door. Both keys should be placed in the envelope provided and dropped into the mail/lock box to the left of the building's external door. A council staff member will retrieve the keys the next day and will communicate with the lead volunteer once the keys are recovered.

In special situations the room may unexpectedly become unavailable. If such situation arises then a Council Staff Member will assist the POC in setting up a new date.

KEY REQUEST FORM

Date: _____

Requesting Organization: _____

Lead Volunteer: _____

POC e-Mail: _____ POC Cell Phone: _____

Day, Date, & Time of Meeting Request: _____

Purpose of Meeting:

Key Use Approved by: _____ Date: _____

Keys Picked Up: _____ Date: _____ Staff Initials: _____

Keys Retrieved by Staff Member & Room Inspected: _____ Date: _____

Staff Member Confirmed Keys & Room with POC: _____ Date: _____