



# McMaster University Marching Band

## *Bylaw 5. Key Procedures*



This document outlines the responsibilities and procedures relating to the keys used by the McMaster Marching Band, MMB. All policies within this document will apply to the Leadership Team, as defined in the MMB Constitution Section 2.7. All terms herein forward shall refer to their definitions given by the MMB Constitution. Terms not defined in said document are defined in Section 1 of this document.

### **1. Definitions**

- 1.1. The *keyholder* is the person who holds a key (or keys) for an area, at the time of a band function at this same area.
- 1.2. The *primary keyholder* of a key or set of keys shall be the person who shall have said key(s) in their possession, notwithstanding extenuating circumstances.

### **2. Keys**

2.1. MMB holds the following keys:

- 2.1.1. Two (2) pairs, each comprising of one (1) external door key and one (1) internal door key to St. Paul's Anglican Church, 1140 King St W, Hamilton, herein forth referred to as *St. Paul's keys*;
- 2.1.2. One (1) key to the closet door within the main rehearsal space at St. Paul's Anglican Church, herein forth referred to as the *St. Paul's closet key*;
- 2.1.3. One (1) set of three (3) keys to the finance cabinet and lock box, located at St. Paul's Anglican Church, herein forth referred to as *finance keys*;
- 2.1.4. One (1) pair comprising of one (1) external door key and one (1) internal door key to Westdale United Church, 99 North Oval, Hamilton, herein forth referred to as *Westdale United keys*.



# McMaster University Marching Band

## *Bylaw 5. Key Procedures*



2.2. Any other keys not listed in Section 2.1. shall be herein forth referred to as *other keys*.

### **3. Primary Keyholders**

3.1. The primary keyholders for the St. Paul's keys shall be the Administrative Director and the Logistics Director.

3.2. The primary keyholders for the St. Paul's closet key shall be the Logistics Director.

3.3. The primary keyholder for the finance keys shall be the Finance Director.

3.4. The primary keyholder for the Westdale United keys shall be the Colour Guard Section Leader.

3.5. The primary keyholder(s) for other keys shall be the Administrative Director, or any member of the Leadership Team, at the direction of the Executive Board.

### **4. Lockup**

4.1. The General Lockup Procedure shall be:

4.1.1. The keyholder (or, if there is more than one, one of the keyholders) must remain at the corresponding location until all other MMB members, staff, and other persons have left;

4.1.2. They shall sweep the area: ensuring that

4.1.2.1. Any doors that lock automatically are completely shut, and,

4.1.2.2. Any doors for which the Band holds keys are completely shut and locked.



# McMaster University Marching Band

## *Bylaw 5. Key Procedures*



4.1.3. They shall exit the area: they must confirm that every door through which they pass has been shut completely and locked, after they have used said door.

4.2. The General Lockup Procedure shall be followed at the following spaces:

4.2.1. Westdale United Church;

4.2.2. The following spaces at St. Paul's United Church:

4.2.2.1. Main rehearsal area;

4.2.2.2. Basement rehearsal area;

4.2.2.3. Entrance hallway (the path between the Sunday School external doors and the doors to the main rehearsal space);

4.2.2.4. Parking lot exit (the path from the main rehearsal space, exiting opposite the Colour Guard storage closet, to the parking lot entrance doors);

4.2.2.5. Main rehearsal area emergency exit (the door closest to the instrument and uniform storage areas);

4.2.2.6. Any other spaces not listed in Section 4.3 or Section 4.4 of this document.

4.2.3. Any other spaces not listed in Section 4 of this document.

4.3. The finance cabinet and lock box within shall remain locked at all times, unless accessing any object within.

4.4. The Colour Guard storage closet at St. Paul's Anglican Church shall remain unlocked and open for storage.

## **5. Other keyholders**



# McMaster University Marching Band

## *Bylaw 5. Key Procedures*



- 5.1. For any of the following keys, the primary keyholder may transfer the key(s) to any member of the Leadership Team:
  - 5.1.1. St. Paul's keys;
  - 5.1.2. St. Paul's closet keys;
  - 5.1.3. Westdale United keys.
  
- 5.2. Any member of the Executive Board shall be permitted to carry the finance keys.
  
- 5.3. In all cases, all non-primary keyholders shall hold keys no longer than necessary.