

## SECTION 5.1 KEY DISTRIBUTION POLICY

Keys to the Alano House are the responsibility of the Squad Leader, who is responsible for unlocking the door before the meeting and locking the door after the meeting. Each group is entitled to only one key. If the key is lost or unaccounted for, either the Squad Leader or the group will be responsible for the cost of the key. The current charge for a new key is \$30.00

The board is concerned about the house being accessed during non-meeting hours; therefore, Squad Leaders may open the Alano House no more than one hour prior to the start of their meeting.

The Alano House should be locked no later than one hour after the close of each meeting.

Squad Leaders should not lend out their key to any member or ask another member to open or close the Alano House for them. If the squad leader will be unable to open the Alano House, please contact a board member in advance of your meeting and make arrangements for one of them to be there to open the door for your group. There may be a board member who attends your meeting regularly. Ask them to open the house for you.

When a new Squad Leader is elected, the new Squad Leader form must be filled out and placed in the Board mail slot.

Each squad leader is asked to sign a statement of responsibility when they receive a key to the house. The statement reads:

I have read the Dakota Alano Society's Key Distribution Policy and understand my responsibilities as a Squad Leader, regarding the key to the Alano House, I have received one key to the front door of the house.

Each group should be mindful of these responsibilities when choosing a Squad Leader.

***The Dakota Alano Board of Directors reserves the right to manage the distribution of keys to the Alano House should any of the above responsibilities fail to be met, or in any situation where house security is at risk.***