



*Bustins Island Village Corporation*  
*Established 1913*

**BOARD OF OVERSEERS**

Policy Number: 111  
Policy Name: Municipal Building Keys Policy  
Version: 1.0  
Related Documents:

Approved: March 15, 2014  
Original/Prior:

**Municipal Building Keys Policy**

The purpose of this policy is to provide regulations for possession of keys to Bustins Island's Municipal Buildings.

The Island Superintendent shall possess a key to all BIVC owned buildings.

In addition, the following islanders are authorized to possess a key to enter their individual work areas, as follows:

Library	The Librarian
Ships Inn Museum	President of the Historical Society
Nature Center	Head of the Nature Center
Community House	Board of Overseers, BIVC Officers, CABI Officers
Brewer Cottage	Brewer Property Advisor, Board of Overseers, BIVC Officers, Planning Board Officers
Clerk's Office	Island Clerk
Post Office	Postmaster

Authorized holders may distribute keys to appropriate members of their committee.

Other persons seeking to enter a building for Island business may request entry from the BIVC Superintendent, but will not be given a key.

All buildings are to be locked when unattended.