



TOWN OF WINCHESTER, VILAS COUNTY, WISCONSIN

ADMINISTRATIVE POLICY 2026-02

Facility Reservations Key and Access Code Management Policy

Town Hall Meeting Room • Library Community Room • Park Facilities

Adopted By Town Board, Town of Winchester	Effective Date June 22, 2026
Administered By Town Clerk and Deputy Clerk	Last Revised June 19, 2026

- **Purpose and Scope**

This policy establishes procedures for the issuance, tracking, and return of physical keys and electronic access codes for all Town of Winchester facilities available for public reservation. It applies to all individuals and organizations that reserve Town facilities under the Town of Winchester Facility Use Policy (Policy 2026-01) and to all Town staff authorized to administer keys and access codes.

1. Facilities and Access Types

All Town of Winchester rental facilities use physical key sets and electronic keypad locks.

2. Authorized Personnel

Only the Town Clerk and Deputy Clerk are authorized to issue physical keys, assign keypad access codes, and maintain the Key and Access Code Log. No other Town employee, officer, or volunteer may issue keys or codes without explicit written authorization from the Town Clerk, with the exception of the Library Director for library-related programs.



3. Key Issuance

3.1 Eligibility

Keys will be issued only to the applicant named on the approved Facility Use Request Form and Key Issuance Receipt. Keys may not be transferred to another individual. The applicant must present a valid photo ID at time of pickup.

3.2 Pickup Location and Timing

Keys may be picked up no sooner than two (2) days before the scheduled event. Keys may be picked up at the following locations, subject to staff availability and current office hours:

- Town Hall Clerk's Office (7228 CTH W, Winchester)
- Lockbox located on the front door handle of Town Hall

4. Keypad Access Codes

4.1 Activation and Deactivation

Access codes shall be activated no later than four (4) hours before the scheduled start of the event. Codes shall be deactivated the day following the event. The Clerk's Office is responsible for programming and deactivating all codes (exception: Library Director for Library programs).

4.2 Code Confidentiality

Access codes are issued solely for use during the approved rental period. The applicant is responsible for ensuring the code is not shared beyond those participating in the reserved event. Because codes are automatically deactivated after each rental period, unauthorized sharing does not create a standing security risk; however, intentional misuse may be treated as a policy violation at the discretion of the Town Clerk.



5. Key Return

5.1 Return Deadline

All physical keys must be returned as soon as possible following the event and no later than two days after the event ends. Prompt return of keys is a condition of security deposit refund.

5.2 Return Locations

Keys may be returned at any of the following locations:

- In person at the Town Hall Clerk's Office during regular business hours
- Lockbox located at the front door of Town Hall
- Drop box to the left of the front door of Town Hall (available 24 hours)

5.3 Deposit Conditions

Return of all issued keys is a condition of security deposit refund under the Town's Facility Use Policy. The security deposit will not be released until all keys have been confirmed returned. If a key is not returned, costs associated with re-keying or lock replacement will be deducted from the deposit in addition to any other applicable charges.

6. Unreturned and Lost Keys

If a key has not been returned by the second day following the event, the Clerk's Office will contact the applicant to arrange immediate return. If the key remains unreturned after ten (10) business days from the date of first contact, the Town will withhold the security deposit in full and assess the applicant for actual re-keying or lock replacement costs. The applicant is responsible for all costs regardless of the cause of the loss.



7. Violations and Privilege Revocation

Violations of this policy — including but not limited to failure to return keys, loss of keys, or misuse of access codes or the facility itself — will be tracked in the Key and Access Code Log for both individual renters and any organizations on whose behalf they reserved. An individual or organization that accumulates three (3) violations under this policy or the Town's Facility Use Policy (combined) may have facility rental privileges revoked at the discretion of the Town Board. Each violation will be documented and the applicant notified in writing by the Clerk's Office.

8. Amendment and Review

This policy may be amended by Town Board resolution. The Clerk's Office is responsible for maintaining the current version and ensuring it remains consistent with the Town's Facility Use Policy (Policy 2026-01).

Contact the Clerk's Office at clerk@winchester.wi.gov or 715-686-2123 with questions.