KEY WEST WOMAN'S CLUB

HOUSE SECURITY GUIDELINES

Hellings Curry Museum – Home of the Key West Woman's Club
June 2026

Purpose

These guidelines establish security procedures for the Hellings Curry Museum and Key West Woman's Club property and are intended to protect the house, museum collection, members, volunteers, tenants, visitors, and items entrusted to the Club.

These guidelines apply to all KWWC members, volunteers, docents, committee chairs, event leaders, tenants, vendors, and authorized users of the house.

General Security

• The Hellings Curry Museum contains valuable, historic, donated, and loaned items.
• The house must remain secured during and after operating hours.
• KWWC is located in a busy area of Key West, and unauthorized individuals may enter areas not open to the public.
• Members and volunteers are expected to help protect the house by following these guidelines.
• Doors should remain locked unless actively in use for approved Club, museum, docent, tenant, vendor, or event purposes.

Security Codes

• Do not give the house security code to anyone.
• This includes KWWC members who ask for the code.
• Members who believe their Club responsibilities require access should contact the President or First Vice President.
• The President and/or First Vice President will determine whether the member's role requires the code.
• A current list of individuals who have been issued the house security code will be maintained.
• Members who have been given the code may not share it with others.

Member Access and Drop-Offs

• Not all KWWC members have access to the house security code.
• Members attending meetings, committee work, or events should arrange access through the appropriate committee chair, event leader, docent, President, or First Vice President.
• Members may drop off items during museum hours, generally 10:00 AM to 4:00 PM, when docents are present and the front door is open.
• Items should be left only in an approved location.
• After-hours drop-offs must be arranged in advance with the appropriate committee chair, event leader, President, or First Vice President.
• Items should not be left in a way that blocks doors, walkways, porches, stairs, or emergency exits.

House Doors

The following doors are coded and should remain locked unless actively in use:

Back Door
• The back door does not lock automatically.
• To lock from the outside, shut the door and press and hold the TEEHO button until the locking mechanism engages.
• Always test the door before leaving to make sure it is locked.

Side Meeting Room Door
• The side meeting room door locks automatically.
• The door must be fully closed for the lock to engage.
• Please wait approximately 15 seconds and test the door before leaving.

Keyed Doors
The following doors are keyed doors and should remain locked except in an emergency or with authorized use:

• Dining Room door
• One Meeting Room door
• Wicker Room door

The Wicker Room door and one Meeting Room door are fire exits and should only be used in case of emergency. Once opened and closed, they lock automatically and can only be unlocked from the outside with a key.

Keys are held by designated officers.

Leaving the House
• The last person leaving the house is responsible for making sure all doors are closed and locked.
• Doors must be fully closed or they may not lock properly.
• Unless otherwise directed, members should leave through the back door and lock it from the outside.
• Always test the door before leaving.

Kitchen and Deliveries
• If members or volunteers are working in the kitchen and expecting deliveries, the back door may remain unlocked only while they are present and actively supervising the area.
• The back door should not be left unlocked for committee members, volunteers, vendors, or delivery people to come and go unsupervised.
• Once deliveries are complete, the door should be locked again.

Outside Security Codes
• The parking gate, house gates, and storage shed use outside security codes.
• Outside security codes are different from the house security code.
• Outside codes may be given to KWWC members as appropriate for Club duties and responsibilities.
• Outside codes should not be shared with unauthorized individuals.

House Security Code Holders
The house security code may be issued to individuals in the following roles when needed for their Club responsibilities:

• Members of the KWWC Board
• Regular docents
• Board committee chairs whose work requires access
• Event leaders whose responsibilities require access
• Approved ongoing volunteer positions
• Approved vendors or service providers, when necessary

Docents
• Regular docents may be given the house security code.
• Potential docents or shadowing docents should wait on the porch until a regular docent arrives.
• Docents are responsible for helping maintain security during museum hours.
• Docents should not give the code to visitors, potential docents, volunteers, or members who have not been approved to receive it.

Board Committee Chairs
• Board committee chairs should arrange for committee members to enter the house when the chair or another approved person is present.
• If the chair cannot be present, arrangements may be made with a docent on duty, the President, or the First Vice President.
• Committee members who do not have the code may be let in by a docent during museum hours.
• Committee chairs should be the last to leave committee meetings whenever possible.
• If the chair cannot be the last to leave, a designated member should be assigned to make sure all doors are closed and locked.
• The code should not be given to committee members unless they have been approved to receive it.

Event Leaders
• Event leaders may be given the house security code when their responsibilities require it.
• Event leaders are responsible for coordinating access for their committees, vendors, and volunteers.
• Committee members who do not have the code may be let in by the event leader, committee chair, docent on duty, President, or First Vice President.
• Event leaders should let committee members know in advance how and when they may access the house.
• The back door should not be left unlocked for committee members to come and go unsupervised.
• Event leaders are responsible for making sure the house is secured at the end of their work or event time.

Ongoing Volunteer Positions That May Be Given the Code
The following ongoing volunteer positions may be given the house security code when needed. The individuals will be informed directly.

• KWWC Chef
• Women & Wine Organizer
• Book Club Leader
• Fantasy Fest Façade Decorator
• Auction Committee Chair for Gala
• Decorations Event Leader
• Tablecloths Organizer
• House Decorator
• Weekly Kitchen Clean-Up
• Docent Leaders
• Cleaning Company

Vendors and Service Providers
• Visitors, vendors, delivery people, and service providers may not be in the house alone unless specifically authorized.
• Do not give the house security code to vendors or service providers unless directed by the President or First Vice President.
• If a vendor or service provider has been given access by the President or First Vice President, that access is considered authorized.
• If you do not know the vendor or service provider coming to the house, please stay and supervise from inside the house until the work or delivery is complete.
• Examples may include pest control, repairs, deliveries, maintenance, or other service appointments.

How to Unlock and Lock the Doors

Unlocking Coded Doors
• Enter the code.
• Press the TEEHO button.
• Make sure the door opens and closes properly.

Locking the Back Door
• Push the door fully closed.
• Press and hold the TEEHO button until the locking mechanism engages.
• Test the door before leaving.

Locking the Side Meeting Room Door
• Push the door fully closed.
• Wait approximately 15 seconds for the automatic lock to engage.
• Test the door before leaving.

If Someone Asks for the Code
• Politely explain that the code is only provided to individuals whose roles require ongoing access.
• Direct them to the President or First Vice President.
• Do not give them the code yourself.

Additional House Rules
• Bathrooms are not open to the public.
• Visitors on docent-guided tours may use the bathrooms.
• Touring visitors may not bring food or drinks into the house.
• Visitors may not sit on furniture.
• Visitors may not touch, pick up, or move museum items, furnishings, artifacts, or displays.
• Children under 12 must be supervised by a parent or responsible adult.
• Pets are not permitted inside the house, except service animals as required by law.
• Dogs outside must be kept on a short leash and may not be tied to porch railings, fencing, doors, or historic features.

Website and Public Distribution
• Basic house rules may be shared publicly or posted on the KWWC website.
• Detailed security procedures, including door instructions, code access, key access, and specific security practices, should be kept internal.
• Internal security guidelines should be shared only with Board members, docents, event leaders, committee chairs, vendors, and others who need the information to perform their responsibilities.

Reporting Security Concerns
• Any security concern, trespassing incident, unlocked door, missing item, damaged item, or unauthorized access should be reported to the President or First Vice President as soon as possible.
• Concerns should be documented when appropriate so procedures can be reviewed and improved.

Final Authority
• Security access may be modified, suspended, or revoked at the discretion of the Key West Woman's Club.
• The President and First Vice President shall maintain the current list of authorized code holders.
• The Executive Board shall have the authority to interpret these guidelines and address situations not specifically covered herein.
• These guidelines may be reviewed and amended as needed by the Key West Woman's Club Board of Directors.

Executive Board Approval Date: July 10, 2026

Board of Directors Approval Date: July 20, 2026

Effective Date: 08 / 01 / 2026

Approved: 

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