

## FUMC FACILITY ACCESS POLICY

The administration of this policy is the responsibility of the Pastor and a member of the Church Council. Any matters not explicitly or implicitly covered herein will be decided by these persons using their best judgment.

1. All persons must submit a completed Key Facility Door Access Code (hereinafter the “Code”) Request/Authorization Form before a key Code may be issued.
2. The Code Shall be:
  - a. Issued to individual persons and not groups.
  - b. Issued during normal Church office hours.
3. The Code shall not be:
  - a. Loaned or made available to others without written authorization.
    - i. Such authorization shall be noted in the Code Log.
4. The Code holder assumes responsibility for safekeeping and use.
5. When leaving the building, the Code holder is responsible for securing all doors and windows.
6. Codes issued on a temporary basis shall have a beginning and ending date and time for use.
7. Your request for a Code does not guarantee approval and/or issuance of a Code.

### CODE LOG

The Church Office Manager shall maintain a “Code Log” filed in the Church Office. The Code Log shall include information necessary to maintain and track all Codes that have been issued or will be issued in the future. An electronic log of Code usage will automatically be generated by the entry pad and kept for historical reference.

# FUMC FACILITY DOOR ACCESS CODE REQUEST AND AUTHORIZATION FORM

I, \_\_\_\_\_ have read and understand all requirements of the Facility Door Access Policy of the Sheridan FUMC. I understand that if I violate this policy, I may be subject to loss of building access or use. I further understand that upon completion of an approved event, change or inactivation of Church membership, or termination of an employment relationship, my assigned Access Code will be immediately inactivated. Further, I shall immediately surrender all internal door keys issued to me by returning those keys to Church Office personnel during normal operating hours of the Church Office.

| Door Code Use:  | Description: |
|---|--------------|
| <input type="checkbox"/> One-time event                     | _____        |
| <input type="checkbox"/> On-going church team or member use | _____        |

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization or Group Name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

-----  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

If not approved, reason: \_\_\_\_\_ Date: \_\_\_\_\_

Denied by: \_\_\_\_\_