

Key Codes

Our exterior door locking system is a keyless entry. The purpose of the system is to maintain a safe and secure facility as we continue to build a community of unity. Key pads will be located on the main office and Gathering Room doors. Individual codes can be assigned for long term, short term, or specific time use. Software within this system creates a record of entry that allows the staff to monitor who enters the building 24 hours a day. Because each key code is unique, copying or loaning codes to others after you have been issued one is prohibited.

SECURITY ACCESS CODE & KEY USE POLICY

UNITY UNITED METHODIST CHURCH

Purpose: The purpose of this policy is to assure that the buildings, grounds and equipment (facilities) of Unity United Methodist Church shall be adequately secured at all times.

Responsibilities: The Trustees are responsible for publishing, implementing, and maintaining this policy upon approval of the policy by the Leadership Team. Administration of this policy is the responsibility of the Security Team, a sub-group of the Trustees, consisting of: the Senior Pastor, the Associate Pastor, the Office Manager, and no more than two lay persons. (Trustee Chairperson or their designee and the Staff Parish Chair or their designee.) Any matters not explicitly or implicitly covered by this policy will be decided by the Security Team using the Mission and Vision of the church along with their best prayerful judgment.

Key Codes will only be given to church staff, to those who perform facility maintenance, and to those persons requiring routine access to the facility. Temporary codes will also be given on an as needed basis.

- All persons, with the exception of Church staff, are required to complete a Security Access Code/Key Request form. Once this form is turned into the Church Office, your request will be reviewed by the Security Team and, if approved, a security access code and key will be issued.
- Security Access Code/Key Request forms are available both from the Church Office and on the Church Website, www.unityumc.org.
- The list of persons given security access to the Church facilities will be reviewed at least quarterly by the Security Team. Individuals no longer requiring access will have their security access code disabled.
- The security policy will be reviewed by the security team annually, and any recommended changes will be submitted for approval to the Leadership Team.
- Sharing and giving out your personal key code is prohibited and your key code will be disabled should you do so.

I agree with the policy stated above and will not give my secure key code out to anyone else.

Security Access Code/Key Request Form

Name: _____

Email Address: _____

Work Phone: _____

Cell Phone: _____

Briefly state your need for a security access code and key

Please note that your request for a security access code and key DOES NOT guarantee your approval of room space. All requests for room/facility usage must be submitted through the Office Manager (see Facility Use Policy for any questions).

I, _____, have read and understand all requirements of the Security Access Code & Key Use Policy of Unity United Methodist Church. I understand that if I violate the Security Access Code & Key Use Policy, I may be subject to the loss of my security access code. I also understand that any action by the security team can be reviewed by the leadership Team

Print Name: _____

Signature: _____ Date: _____

For Office Use Only: Approved: _____ Yes _____ No

If no, explain _____

Security Code: _____

Purpose _____

Training Completed: _____