

# SOLID ROCK BIBLE CHURCH POLICES AND PROCEDURES

## BUILDING SECURITY ACCESS

ITEM            02.18.02

DATE            02/01/2010

Security relating to access to the building is critical to the safety of our staff and the management of our resources. This policy is written to establish criteria for the distribution of keys to the security system that allows individuals to access the building and/or specific areas of the building. Members of the body, based on the following table, will be granted access to areas of the building to allow them to perform normal ministry functions.

Individual	Permanent Or Temporary	General Building	Auditorium	Office	LOCK BOX
Elders	Permanent	X	X	X	X
Deacons	Permanent	X	X	X	
Paid Staff	Permanent	X	X	X	X
Cleaning Crew	Temporary	X	X	X	X
Ministry Leaders	Permanent	X	X	X	
Bible Study Leaders	Temporary	X			
Building Maintenance	Temporary	X			
Temporary Office Help	Temporary	X		X	
Technology Support Staff	Temporary	X	X	X	
Outside Contractor	Temporary	X	X		

- Building use is monitored by video surveillance and reviewed regularly.
- The loaning of keys is prohibited.
- All card holders will adhere to all policies relating to the removal of equipment from the building
- Temporary keys can be issued if special projects require building access and will be reviewed quarterly.
- Any inappropriate behavior or tampering with the security system will result in the revoking of security access to the building immediately.
- All access to the building will be reviewed and regulated on a regular basis

If you are issued a key, you are responsible for turning off light and making sure all doors are locked and secure prior to leaving the premises. While in the building, if you notice a problem, such as plumbing or electrical issues, difficulty-securing doors, please notify Paul Seymour (734) 904-5736 or Larry Soper (734) 674-0640.

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## BUILDING SECURITY ACCESS APPLICATION

APPLICANT \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

MEMBER OF SOLID ROCK BIBLE CHURCH:      YES                              NO

**CAPACITY**

SELECT	CAPACITY	SELECT	CAPACITY
<input type="checkbox"/>	ELDER	<input type="checkbox"/>	BIBLE STUDY LEADER
<input type="checkbox"/>	DEACON	<input type="checkbox"/>	BUILDING MAINTENANCE
<input type="checkbox"/>	PAID STAFF	<input type="checkbox"/>	TECHNOLOGY SUPPORT
<input type="checkbox"/>	CLEANING CREW	<input type="checkbox"/>	OUTSIDE CONTRACTOR
<input type="checkbox"/>	MINISTRY LEADER	<input type="checkbox"/>	OFFICE HELP
<input type="checkbox"/>		<input type="checkbox"/>	

**REQUESTING:**

<input type="checkbox"/>	PERMANENT	<input type="checkbox"/>	TEMPORARY
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**AREA ACCESS:**

<input type="checkbox"/>	OFFICE	<input type="checkbox"/>	SANCTUARY
<input type="checkbox"/>	FRONT DOOR	<input type="checkbox"/>	BACK DOOR
<input type="checkbox"/>	KEY BOX	<input type="checkbox"/>	

I have read policy 2.18.2 – Building Security Access and agree to the restrictions in accordance with the policy and periodic audits or quarterly reviews of my granted access. I agree that the leadership of the church has the right to cancel my access at anytime and I will surrender my key upon request.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVAL SIGNATURE

\_\_\_\_\_  
DATE