

White Rock Community Church
Building Access Policy and Procedure
As Approved by the Congregation March 24, 2003

I. Purpose

To administer to the security and access needs of the White Rock Community Church campus.

II. Authority and Responsibility

This policy is established and approved by the Board of Deacons. It is the responsibility of the Facility and Grounds Committee to ensure compliance with this policy. In accordance with Facility and Grounds Policy and Procedures section D line 7 established June 2002 and approved by congregation.

III. Policy

The WRCC Constitution and the WRCC bi-laws act as the primary policy and operating guidelines for WRCC.

The following policy statements apply to Alarm code, keys, and access for WRCC.

- A) To establish and maintain database on key issuance.
- B) To establish and maintain calendar for rotation of persons with access to main building to ensure functions of WRCC can be performed to include Sunday after service lock-up.
- C) To maintain, organize, monitor key lock boxes.
 - 1) Volunteer office lock box containing checkout keys and emergency access keys.
 - 2) Master lock box located in Admin office to hold all keys not assigned, and backup emergency keys. Keys to be removed only by approval of Facility and Grounds Committee or under the supervision of Church Admin.
- D) To maintain key check out procedures are adhere to.
 - 1) Keys checked out on an as needed basis.
 - 2) Person requesting key must be noted in Committee or Ministry meeting minutes or on a schedule calendar submitted to Church Office approved by said Committee or Ministry.
 - 3) One key per zone from volunteer box may be checked out to leave premises. One emergency key per zone, which is not to leave premises.
 - 4) Check out keys from Church office for one-week period, to be checkout during regular business hours. Returned to Church office during regular business hours. Sign out sheet filed out and signed and witnessed by approved personnel. Approved personnel shall be Church Admin, Exec Assistant, Chair of Facility and Grounds.

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- 5) Zones shall consist of:
 - a) Main Building
 - b) Education Wing
 - c) Activity Center
 - Friends
 - Kitchen
 - d) Grounds
 - e) West Wing multi level Education (currently Walt Whitman)
 - f) Mechanical
 - g) Janitor closets

E) Key assignment per Committee, Ministries, and Title shall be as follows:

Zones:

- 1) Activity Center:
 - a) Store, office, janitor closet, and storage - Friends ministry 2 sets of keys, one each to WRF Manager and Executive Board Chair, no check out key
 - b) Clothes closet - Friends ministry 2 keys one each to WRF Manager and Clothes Closet Manager, no checkout key
 - c) Kitchen – Friends ministry WRF Manager 1 key, Chair of special services 1 key, 1 checkout key
 - d) Chair storage and table storage, emergency key in lock box.
 - e) Main Entry – Friends ministry 2 keys, one WRF Manager and Executive Board Chair, Chair of Special services 1 key, 1 checkout key
- 2) Grounds:
 - a) Lawn shed – Facility and Grounds committee 2 keys, 1 checkout key
 - b) Padlock for fence and sprinkler control one in lawn shed, and 1 checkout in lock box
- 3) West wing multi level education (Walt Whitman):
 - a) Lessee 3 keys main door and classrooms
- 4) Main Building:
 - a) Main building entry and alarm codes – Pastoral staff 3 keys and codes, Church Treasurer 1 key and code, Altar flower committee 1 key and code, Communication Committee 1 key and code, Worship Committee designee 1 key and code (Sunday coffee setup and open Church).

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- 5) Education Wing:
 - a) North handicap entrance and 8 classrooms – 1 set of keys to each Chair of existing Committee and Ministry, Names project, and lessee.
 - b) Each chair shall checkout keys through Church Administrator, or an Officer of Facility and Grounds Committee upon election of said Committee or Ministry. Returned at the end of term of office to Church Admin, or an Officer of Facility and Grounds Committee.
 - c) Names project storage – Names project.
- 6) Janitor Closet:
 - a) 1 checkout key
- 7) Mechanical closet:
Emergency key only
- 8) Organ key:
Ministry of Music and Organist, 1 checkout key

Title or Committee:

- 9) Wedding Co-ordinator:
 - a) Main building, alarm code, Activity Center entry, Activity center kitchen, Education wing entrance and classrooms
- 10) Facility and Grounds:
 - a) 2 sets of keys to all zones of Church campus to maintain facility and to assist Church Admin. in emergency situations. One set for Chair and one chair for maintenance co-coordinator.
- 11) Janitor:
 - a) One set of keys to all zones (to exclude mechanical) to be issues to assigned personnel from company contracted by WRCC
- 12) Church Administrator:
 - a) Main Building entry and alarm code, lock box keys
 - b) To maintain current key assignment agreement binder. (Signed and witnessed building access form, master attached to this policy)
 - c) To monitor emergency key usage and to aid Executive Assistant in key checkout.
- 13) Executive Assistant:
 - a) Main building entry and alarm code, volunteer lock box key.
 - b) To maintain current checkout key agreement forms.
 - c) To notify Church Administrator and Chair of Facility and Grounds of any delinquent or missing checkout keys.

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- F) All other issuances of keys assigned or out side the scope of this policy shall be on the approval of the Facility and Grounds committee.

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