

Access Control Policy

Aldersgate United Methodist Church

PURPOSE:

To facilitate access to space and equipment by authorized users (staff, members, vendors, and leaders of authorized programs) and in particular, to safeguard members of Aldersgate United Methodist Church (AUMC), visitors and friends in accordance with our Safe Sanctuary Policy. This policy and supporting guidelines set out specific responsibilities, conditions and practices which are designed to address critical access needs in a manner which minimizes risks and maximizes the protection of Aldersgate's physical assets and those in attendance.

POLICY:

The safety and security of Aldersgate's physical space, staff, members, visitors and assets is a shared responsibility of all members of the Aldersgate community. It is the policy of Aldersgate that access to facilities and equipment is controlled in order to prevent and/or limit potential loss and/or damage. To meet this obligation, the provisions set forth below address the design, administration and management of access control systems and measures to ensure their integrity. Access to the physical property is determined and assigned based on the specific needs and requirements of AUMC and the requesting user.

DEFINITIONS:

Access shall mean the ability to gain entry into an area, space, and/or facility by means of access device.

Access Devices shall mean all devices and items provided to an authorized user for purposes of providing access. Such access devices may consist of traditional metal key(s), Card / Fob, proximity devices or any electronic means of access.

Building Master Keys shall mean any combination of electronic card access and traditional metal keys that have access to open multiple doors on the Aldersgate campus. Due to security concerns and the significant cost associated with the loss of a Building Master Key, such keys will be maintained in the key box in the Facility Manager's office and in the key box in Senior Pastor's office.

CARD / Fob: shall mean the electronic access technology that allows authorized users to use a handheld device as the means of gaining access. CARD / Fob replaces traditional keys with an electronic card reader that is networked into the current Information Technology infrastructure to allow for remote communication. Current standards indicate that CARD / Fob locks are to be used on perimeter doors.

Church Members: Chair of the appropriate committee or group shall submit the approved Access Request Form, signed by the Committee Chair, and Chair, Trustees. When received, the Facility Manager will process the appropriate means of access.

Employee: shall mean all full-time and part-time staff of Aldersgate UMC.

Guests: shall mean non-staff and non-congregation individuals representing an approved group that include but are not limited to: vendors, service or contractor personnel, volunteers for scouts or athletic groups.

Metal Keys: Traditional metal keys are currently the most widely used system on campus. There has been a gradual replacement of traditional keys with electronic locks over the past few years.

New Staff members: Chair, Staff Parrish Committee, shall notify the Facility Manager when new staff members are hired and indicate the level of access needed for Full-time employees, part – time employees (including student employees), or outside contractors / vendors.

Vendors, other non-members: Chair of the appropriate committee or group shall submit the approved Access Request Form, signed by the Committee Chair, and Chair, Trustees. When received, the Facility Manager will process the appropriate means of access.

PROCEDURE:

All individuals requesting the issuance of an access device for AUMC property or facilities must complete an application form. Under normal circumstances, routine access requests are completed within the following timeframes. Unique circumstances may take longer.

New Staff Members:

Within 72 hours after notification by Staff Parrish. Chair shall submit Request Form.

Church members:

within 5 business days of receipt of an approved Access Request Form.

Vendors, other non-members:

within 7 business days of receipt of an approved Access Request Form.

ACCESS REQUESTED FOR VENDORS AND AFFILIATES:

At times, guests, vendors, and non-members will require access to certain facilities in order to render the services for which the vendor has been contracted or to provide the activity oversight that has been approved. Access approval will be determined based upon the nature of the service or activity to be rendered. Vendors rendering services on a short-term basis will only be afforded access for a period not to exceed 30 calendar days. While long-term vendors may not have an expiration date for their access, the necessity for continued access will be evaluated either quarterly or twice-annually, as determined by the Trustees.

SHORT TERM USE:

Those requesting / requiring short term access to facilities, i.e. wedding, special event, will be required to check out a “limited access” fob / card. There will be a \$25 deposit required at the time of check-out, refundable when fob / card is returned.

SEPARATION:

It is the responsibility of the immediate supervisor, Committee Chair or supervising church member to notify the Facility Manager immediately when requested access is no longer required for an individual, a staff member is no longer employed or a function / activity is complete to allow the Facility Manager to deactivate Card / Fob and /or recover keys.

RECORD KEEPING:

The facility manager shall keep records of all access assignments approved. These records will be reviewed periodically with the Trustees. Short term use access assignments will also be monitored routinely.

LOST OR MISPLACED ACCESS DEVICES:

Lost or misplaced access devices must be reported immediately to the facility manager or the Trustees. Lost or misplaced access devices will be disabled. Reissue of replacement access devices will require completion of an application form, after a review of the circumstances of the loss or misplacement by the Trustees and the requesting staff member or committee chair.

Questions regarding this policy may be directed to the Trustees, AUMC.

ACCESS REQUEST FORM
Aldersgate United Methodist Church

Name of person requesting access: _____

Reason for access: _____

Specific areas of access requested: _____

Times and dates access needed: _____

Duration of access request: _____

Staff member or Committee Chair requesting access approval: _____

Date of access request: _____

Request Approval

Staff member or Committee Chair: _____

Date: _____

Chair, Trustees: _____

Date: _____