



## Policy on Church Access

First United Methodist Church utilizes a system of electronic and standard door locking systems to secure its property, both externally and internally.

Entry into the church building is normally restricted except during worship services, church-wide events, weddings or funerals. Certain areas of the building are locked internally as well for safety and security reasons.

Access to facility entry, and internal locked areas of the building, can be granted to individuals in order to facilitate their involvement with the church. Access is granted by the Board of Trustees based on position, need or request.

Individuals granted access either through key cards, fobs, or keys must be registered with the Church. Registration will be maintained through the Keri Systems software program owned by the Church. The Trustees will designate an individual to be responsible for maintaining these records, which will be backed up on a regular basis.

Any instance of misuse of access can subject the individual to have permissions rescinded by the Board of Trustees.

When individuals no longer have need for access, it will be their responsibility to return all key cards, fobs, and keys to the church office; and access permissions will be updated in Keri Systems accordingly. If after a period of time an individual has no active role within the church, and keys have not been returned, action can be taken to remove permissions from the system.

Approved by the Board of Trustees  
January 16, 2024



## Church Access Registration

Name \_\_\_\_\_

Group (check any that apply):

\_\_\_\_ Church staff

\_\_\_\_ Child Development Center

\_\_\_\_ Pre-School Program

\_\_\_\_ Afterschool / Summer  
Program

\_\_\_\_ Scouts

\_\_\_\_ Church Committee Member

\_\_\_\_ Church Member / Volunteer

\_\_\_\_ Vendor

\_\_\_\_ Other \_\_\_\_\_

(List)

Key Card # \_\_\_\_\_

(first 5 digits on back of card)

Key FOB# \_\_\_\_\_

(first 5 digits of number)

Other Keys in My Possession:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I am given access to church facilities by the Board of Trustees in order to facilitate my involvement with First United Methodist Church of Salisbury.

I understand that access is to be used for responsible purposes, and that access can be rescinded at the discretion of the Trustees.

I further understand that I am to return all key cards, fobs and keys to the church office when I no longer require use of them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_