

**A. Title:** Building Access Control

**B. Purpose:**

1. In order to ensure the safety of people using the buildings of FPCC and to protect the resources God has provided, access to FPCC buildings shall be strictly controlled at times other than scheduled services, special events, and normal office hours. This OPS pertains only to the exterior doors of the facility.

**C. Policy:**

1. The Administration (Admin) Committee and the Building and Grounds (B&G) Committee are jointly responsible for developing and revising this OPS, for assuring that the policies and procedures in this OPS are complied with, and for auditing the church card inventory annually and submitting a written report to the Pastor.
2. FPCC shall control access to the facility whenever there are no scheduled public events by keeping external doors locked even though parts of the building may be in use. A key card system shall be used for controlling access (unlocking doors) to the facility.
3. Key cards shall be issued to individuals having a valid justification for accessing the facility. The Key Card Access Request Form (F-090401) shall be used by individuals to obtain a Key Card.
4. The Church Administrator is responsible for the F-090401's administration and issuing key cards, accepting returns, and maintaining an inventory of all church key cards. A Church Office volunteer or other staff may be delegated duties for this function.
5. The person issued a key card (the Key Card Holder), is first and foremost responsible for understanding that accepting a key card to access the church buildings is a serious responsibility. By signing the *FPCC Key Card Access Request Form (F-090401)*, the card holder acknowledges that he or she has read and agrees to abide by the church's policies and procedures specified on the reverse side of the form, and as specified in OPS 05.10, 05.11 and 09.04 (this OPS).
6. The card holder is responsible for keeping the card secure and under his/her control at all times. Cards are intended to be used by the person to whom they are issued for the purpose for which the card was issued and should not be loaned or given to others (including family members).

**D. Definitions**

1. Key Card: A card provided by the manufacturer of the electronic lock system and issued by FPCC to qualified individuals for gaining entry through certain exterior doors.

**E. References:**

- OPS 05.10 SCHEDULING AND RESERVING USE OF CHURCH FACILITIES
- OPS 05.11 RULES GOVERNING THE USE OF CHURCH FACILITIES