

DRAFT

PROCEDURES FOR GRANTING ACCESS TO THE UUCGT KEY PAD DOOR LOCK

The following procedures are intended to control access to the UUCGT Building via the Key Pad Door Lock and to help secure the building.

Access codes for the UUCGT Key Pad Door Lock will be managed by the UUCGT Office Administrator in conjunction with the Facilities Committee. Codes will be created by the Office Administrator. A member of the Facilities Committee or Office Administrator will program codes into the Key Pad Door Lock. There will be five code categories at any given time. Codes will be changed periodically based on specific events for each access code group. Access code groups are as follows:

- The first access code group will be staff, members of the Facilities Committee, and the fire department. The code for this group will remain in effect until such time as any one member of the UUCGT staff or Facilities Committee vacates their position. Prior to granting the initial code to these individuals, the Office Administrator will obtain a signed document from each of them acknowledging their responsibility for safeguarding this security code. They will refrain from sharing the code with any party outside of this group.
- The second access code group will be made up of certain UUCGT volunteer leaders. This will include Committee Chairs and Board members requiring regular after-hours access. The code for this group will remain in effect for one complete fiscal year or until a code holder vacates his/her leadership position. When either of these events occur, the Office Administrator will inactivate the code, establish a new code, and distribute it to the appropriate parties. Prior to granting the initial code to anyone in this leadership group, the Office Administrator will obtain a signed document from each person acknowledging their responsibility for safeguarding this security code. They will refrain from sharing the code with any party outside of this group. Should an emergency arise whereby a code holder needs to provide building access to a committee member in their absence, either the Office Administrator (during work hours) or a member of the Facilities Committee can provide a temporary code (see below). When this step is taken, the requesting party is responsible for reporting the use of temporary codes to the Office Administrator.
- The third access code group will be made up of outside groups that are regularly scheduled to use the UUCGT building. Example of users in this category: cleaning company, bridge group, meditation group, LGBTQ support group, etc. Each group will be asked to limit the distribution of this code to two parties. These parties will be asked to sign a document acknowledging their responsibility for safeguarding this security code. They will refrain from sharing this code with any unauthorized parties. The code will be in effect until a group dissolves or there is a change of the in-charge individual(s).
- The fourth access code will be a temporary code that may be used in the event of an emergency. For the purposes of these procedures, an emergency would be a situation where building access is required for UUCGT related activity AND no one in the party has an authorized

access code. The Office Administrator or Facilities team may provide a temporary code to a staff member, committee chair or board member upon request. In order to track the use of the temporary code, the individual requesting it is responsible for documenting with whom they shared the code and for what purpose. This information must then be reported to the Office Administrator via email or in person. The temporary code will be reset on the first day of each month.

- The fifth code is a one-time use code that will be programmed for parties who have entered into a Building Use Rental Contract with the UUCGT.