

# Building Safety

- [Weapons Free Campus](#)
- [Building Access and Lockup](#)
- [Door Code Access Guidance](#)
- [Safety and Inspections](#)
- [Alcohol Use Guidance](#)
- [Marijuana and Tobacco Free Campus](#)
- [Animals On Campus](#)

# Weapons Free Campus

## Purpose

To ensure a safe, welcoming, and peaceful environment for all congregants, staff, and visitors, our church maintains a strict **Weapons-Free Campus Policy**. This policy is in place to promote safety and security while fostering a place of worship and community free from the presence of weapons.

## Policy Statement

No person—whether a member, visitor, volunteer, or staff—shall bring, carry, or possess any weapon on church property, including but not limited to:

- Firearms (concealed or open carry)
- Knives (other than small utility or pocket knives under 3 inches)
- Explosives or fireworks
- Tasers, stun guns, or similar devices
- Any other weapon that could cause harm or intimidation

This prohibition applies to all areas of church property, including buildings, parking lots, outdoor gathering spaces, and any church-sponsored events held off-site.

## Exceptions

This policy does not apply to:

- **On-duty law enforcement officers** or authorized security personnel performing official duties.
- **Approved ceremonial or theatrical use** of prop weapons in controlled church activities, subject to prior approval by church leadership.

## Enforcement

Anyone found in violation of this policy will be asked to remove the weapon from church property immediately. Refusal to comply may result in further action, including being asked to leave the premises or involvement of law enforcement if necessary.

## Reporting

If a weapon is observed on campus, members should not confront the individual but instead notify church leadership or designated security personnel immediately.

# Policy Review

This policy will be reviewed periodically to ensure compliance with state and local laws and to address any emerging safety concerns.

By entering church property, all individuals acknowledge and agree to abide by this **Weapons-Free Campus Policy**.

# Building Access and Lockup

## Purpose

To ensure the security and proper use of church facilities, this policy outlines access guidelines for staff, volunteers, and visitors.

## Office Hours & General Access

- The church office is open **Tuesday through Thursday from 9:00 AM to 3:30 PM** and **Sunday from 8:00 AM to 12:00 PM**.
- Visitors should check in at the office upon arrival.
- Outside of office hours, access is restricted to authorized personnel.
- If you have a need for care or support, please email [caring@foothillsuu.org](mailto:caring@foothillsuu.org) or fill out our [Caring form](#), and a member of our caring team will be in touch with you soon. If you have an emergency need for pastoral care, please dial **970-493-5906** and use extension **126#**.

## Key & Code Access

- Staff and designated volunteers may be issued keys or access codes based on their roles and responsibilities.
- Keys and access codes must not be shared or duplicated.
- Lost keys or compromised access codes must be reported immediately to church leadership.

## Event & Meeting Access

- Groups using the facility outside office hours must arrange access in advance. You can visit <https://foothillsuu.org/reserve/> to make reservations.
- A responsible party must be present for the duration of the event and ensure proper lock-up afterward.

# Security & Lock-Up Procedures

- All exterior doors will remain locked unless arrangements have been made in advance. If access is needed, groups should designate someone to monitor the doors to allow entrance for their participants.
- All doors should remain locked when the building is unoccupied.
- Last persons to leave must ensure that doors are secured, lights are turned off, and any security systems are activated.
- Unless otherwise arranged, please make sure the room is clean and all equipment is stored in its proper place.

## Special Circumstances

- Requests for special access (e.g., maintenance, deliveries, emergency needs) should be directed to the church office.
- Church leadership reserves the right to grant or revoke access at any time.

By following these guidelines, we can maintain a safe and welcoming environment for all.

# Door Code Access Guidance

## **Purpose:**

To ensure the security of our facility, we have established a system for managing door access codes. This policy outlines the procedures for issuing, using, and updating door codes.

## **Door Code Categories:**

1. **Admin Code** - Assigned to staff and designated personnel for operational access.
2. **Renter Code** - Provided to approved renters for the duration of their rental period.
3. **Congregant Code** - Available to active partners who require access for facility-related activities.

## **Code Management:**

- Door codes will be changed on a **monthly basis** to maintain security.
- The Admin Code will only be shared with authorized staff and leadership.
- The Renter Code will be provided to renters as needed and will expire at the end of their rental agreement.
- The Congregant Code will be shared with partners who require access for facility-related activities.
- **All codes will be issued by the Facilities Coordinator after the necessary approvals have been granted.**

## **Security Guidelines:**

- **Codes must not be shared** outside of their designated groups.
- Congregants are responsible for keeping their assigned codes confidential.
- Any suspected unauthorized use of a code must be reported immediately.
- If a breach is suspected, codes may be changed immediately, outside of the regular schedule.

## **Enforcement:**

Failure to adhere to this policy may result in the revocation of access privileges.

For questions or concerns regarding door access, please contact [facilities@foothillsuu.org](mailto:facilities@foothillsuu.org).

# Safety and Inspections

# Alcohol Use Guidance

## 1. Purpose

To ensure alcohol use at Foothills Unitarian Church aligns with our values of safety, inclusion, and responsibility. This guidance supports our mission by fostering a respectful and secure environment for all participants.

---

## 2. Organizational Guidance

### Permitted Alcohol Types

- Only beer and wine are allowed at church-operated events.
- Hard liquors are strictly prohibited.

### Presence of Minors

- Alcohol is strictly prohibited at events where minors are present.
- Minors must have no access to alcohol at any time during the event.

### Safety and Responsibility

- Safe consumption is paramount; drunkenness and impaired driving are unacceptable.
- Event organizers must prioritize the safety of all attendees.
- Providers and consumers of alcohol are solely responsible for ensuring responsible consumption.

### Supplemental Insurance for Rentals

- Renters may serve alcohol only if they purchase supplemental event insurance explicitly covering alcohol use.
- Proof of insurance must be submitted at least 7 days prior to the event.

### Inappropriate Settings

- Alcohol is not allowed at events where its presence is deemed inappropriate by group leaders, their staff lead, or a member of the Executive Team.
- Decisions are based on safety concerns or alignment with key missional values.

### Storage Restrictions

- Alcohol must not be stored in unsecured locations, such as church refrigerators or counters, beyond event setup and teardown hours.
- Providers of alcohol must adhere to all storage policies.

### **Provider Responsibility**

- Providers of alcohol are solely responsible for its consumption and for adhering to all storage and safety policies.
- Groups offering alcohol must distribute this policy to attendees at least once per year.

### **Enforcement**

- Non-compliance may result in disciplinary action, including removal from the event, revocation of alcohol use privileges, or termination of rental agreements.
  - Event organizers and alcohol providers must ensure strict adherence to these guidelines to maintain a safe and responsible environment.
- 

## 3. Related Content

### **Bylaws and Policies**

This guidance interprets or implements the following:

- 

### **Organizational Guidances & SOPs**

This guidance is related to or informs the following documents:

---

## 4. Revision History

- Updated by Katie Watkins on Jul 26, 2024

# Marijuana and Tobacco Free Campus

**Smoking shall not be permitted inside or within 50 feet of any building, including the patio area and the playground.**

# Animals On Campus

## 1. General Guidelines:

- Our organization is an animal-friendly community, and employees or congregants may occasionally bring friendly pets to church when prior notice has been given and arrangements have been made with church staff.
- Rental tenants, including preschools, may have classroom pets under their supervision.
- Foothills retains the right to deem any animal unsuitable for being on site for any reason at any time.

## 2. Aggressive Behavior:

- Any animal with a history of aggressive behavior, including biting or causing harm, is not permitted on-site.
- If an animal exhibits aggressive behavior while on-site, it must be removed immediately, and a review will be conducted to determine if the animal can return.

## 3. Leashing and Supervision:

- All dogs must be leashed in open and common spaces, both indoors and outdoors.
- Dogs may be unleashed only within closed spaces that are under the direct control of the owner or responsible party.
- Rental tenants may choose to have their pets unleashed in their closed spaces, but they are solely responsible for their pets' behavior and any incidents that may occur.
- Pet owners are responsible for cleaning up any disturbances or waste produced by their pet while on the premises.

## 4. Responsibility and Liability:

- Owners are responsible for the behavior and well-being of their animals at all times.
- Any incidents involving animals, such as bites or aggressive behavior, must be reported immediately to the appropriate authority within the organization.
- Rental tenants are responsible for ensuring that their animals do not pose a risk to other individuals and must adhere to this policy.
- Any pet allowed on the premises should be fully up to date on required vaccines.

## 5. Incident Response:

- In the event of an incident involving an animal, such as a bite, the animal must be removed from the premises immediately.
- A review will be conducted to assess the situation and determine the appropriate course of action, including whether the animal can return to the site.

**Enforcement:** Non-compliance with this policy will result in appropriate actions, which may include restricting the presence of the animal on-site, disciplinary measures for employees, or termination of rental agreements for tenants. The safety and well-being of all individuals on-site are of utmost importance, and strict adherence to this policy is required to maintain a safe and harmonious environment.