

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 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.

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