

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.

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