

ACCESS TO OUUC FACILITIES - PROCEDURE

The Olympia Unitarian Universalist Church is a busy place. Its primary purpose is to carry on the mission and ministry of the Congregation. OUUC works to maintain a safe and secure environment within its facilities.

Keys or key cards are issued to provide access to the facilities to those who need it (to include church leaders, staff, congregants and/or others who need access to the facilities on an ongoing or limited basis). Access is given to those who have been approved either by position within the congregation, leadership or sponsorship of a church activity, or by completing the necessary building use agreement, and at the discretion of the Congregational Administrator.

Those given access will assure that:

Keys or keycards are safeguarded and will not be lent, labeled or duplicated. Lost keys or keycards will be reported immediately.

The building will not be left unlocked or unattended at any time.

Only those persons who have a legitimate need will be allowed in the facilities.

No one without a key or keycard is left alone in the facilities.

