



## **Building Access**

### **1.0 Overview**

The United Methodist Center, located at 7481 Henry Clay Blvd., Liverpool, NY 13088, has an established culture of openness, trust, and integrity, and at the same time is committed to protecting staff, volunteers, and other organizations from illegal or damaging actions by individuals, either knowingly or unknowingly. Therefore, access to the center requires you to be aware of certain responsibilities and procedures. Effective security is a team effort involving the participation and support of every employee, volunteer, affiliate, or other entity that accesses the building. It is the responsibility of every person entering the building to know the guidelines and to conduct their activities accordingly.

### **2.0 Purpose**

The purpose of this policy is to outline the acceptable use of the facility at the United Methodist Center. These rules are in place to protect the staff, volunteers, affiliates, other entities, and the property. Inappropriate use exposes the center and its occupants to risks, including property damage, personal injury, and possible legal issues.

### **3.0 Scope**

This policy applies to all staff, volunteers, affiliates, and other entities using the building for employment activities, meetings, or other gatherings.

### **4.0 Building Access**

People that are issued a key fob are personally responsible for protecting the authentication factors (key fob token and Personal Identification Number (PIN)) entrusted to them. Keep your PIN secret and protect your key fob against loss and theft by keeping it in a safe place. The authentication factors are strictly personal and may never be issued anonymously or to a group. If an unauthorized person learns your PIN and obtains your key fob, this person can assume your identity. Any action this intruder takes is attributed to you in the system's security logs. For your own protection and that of the United Methodist Center staff, facility, and equipment, always take the following precautions:

Never reveal your PIN or password to anyone. Do not write them down.

1. If you think someone has learned your PIN, notify the office Security Administrator @ (315)-898-2023, who will clear the PIN and password immediately.
2. Exercise care not to lose your key fob or to allow it to be stolen. If your key fob is missing, call the Security Administrator immediately at (315)-898-2023. It will be disabled so that it is useless to unauthorized users.
3. Do not let anyone access the system under your identity (that is, log in with your PIN and a token code from your key fob).
4. Protect your key fob from physical abuse. Do not immerse it in liquids, do not expose it to extreme temperatures, and do not put it under pressure or bend it.
5. Key fobs not returned within 5 days of meeting end will incur a \$50.00 charge to their ministry area and is non-refundable.

I hereby acknowledge receipt of the above and agree to abide by the rules for use.

Signature:

Date:

Printed Name:

Key Fob #: