

First Presbyterian Church

Campus Access Policy



MISSION STATEMENT

First Presbyterian Church of Salisbury, NC, is a faith community “Where God’s Love is Alive for Mission.” Our property and facilities are dedicated to the glory of God and a gift for those whose mission aligns with our mission statement.

WHY ARE THE CHURCH DOORS LOCKED?

Our church buildings are locked weekly during church office hours to protect the children in our care. **Therefore, members, visitors, guests, and service technicians should only use the West Fisher Street entrance during church business hours.** Service technicians must schedule an appointment with the Maintenance Supervisor when possible. Entry to the Day School floor is prohibited during school hours unless given prior approval from the Day School Director.

DOOR ACCESS DURING EVENTS

Campus doors will remain physically locked during most church programs/events and non-member events. Worship services are excluded.

Church Program/Event organizers have two options for door access:

- 1.The automated system unlocks the door(s) 15 minutes before the event begins and locks 15 minutes after the event ends. **Meeting/church program/event organizers must have greeters at the unlocked door(s) throughout the entire event. Before leaving campus, organizers must ensure the door(s) have been relocked.**
- 2.The door(s) will remain locked. Meeting/church program/event organizers must have greeters stationed at the door(s) to welcome guests 15 minutes before the event begins until all guests have arrived. You may prop the door(s) open during this 15-minute welcome time only. **The doors are to be fully closed during the remaining event time. Doors must not be left propped open unless there is a greeter present.**

For each event, the organizer’s choice of access will be noted on the completed **Facility Use Form.**

ACCESS CARDS

The Door Security System allows **Access Cards** to be used to enter the following campus doors: West Fisher Street, Parking Lot, Sanctuary Porte-Cochere, choir entrance (nearest the parking lot), and the Lewis Hall side door entrance (by the dumpster). The Access Cards allow entrance when “swiped” using the black box beside the door(s). The door(s) will relock after 10 seconds.

The purpose of an Access Card is to allow entrance after church office hours or on weekends for active church members of the Session, Teams, Small Groups, and choirs/musicians who meet on a frequent schedule.

- **For meetings or rehearsals on weekdays during business hours**, the church receptionists will grant access to the West Fisher Street entrance when you arrive and press the door call button. **No Access Card is needed. The West Fisher Street door is the only door used for entry.** The parking lot door is restricted to Day School employees and families. Please note, entrance is granted by staff/receptionists who observe the door cameras to identify people and speak with you through the intercom. After being identified, the staff/receptionists will unlock the door. Please help by giving them your name when asked.
- **For meetings and rehearsals after business hours or on weekends**, an Access Card will be issued upon request. A \$20 refundable deposit is required.
- **For non-profit events, the event organizer will be issued an Access Card.** Campus access is restricted to the location, event date, and event time. A \$20 refundable deposit is required.

The Office Administrator, who follows guidelines from the Facilitate Team, assigns the specific days and times for entrance. Dates, times, and frequency of meetings and rehearsals are considered. Individuals are then assigned specific times and days of access. **Access Cards do not give members general admission to the campus 24/7 for the safety, security, and liability of both people and the campus.**

The Office Administrator is responsible for issuing Access Cards. If you need one, please make an appointment with the Office Administrator.



Where God's Love is Alive for Mission

First Presbyterian Church

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