

Secure Facility Policies & Procedures

Please review this document to gain clarity on our Secure Facility Policies and Procedures to ensure we maintain a secure facility at all times.

Access Control Policy:

- All Lakeland Staff will have a key to the Lakeland Facility.
- Keys are not to be given out to any individuals in order to maintain the security of the building.
- Requests will be submitted to the Operations Director for any specific individuals that may need a long term key to the facility.

Lock Up Policy:

- For all recurring events, (i.e. Sunday Services and GCYC services) Cleaning Team Leads will be responsible to secure the facility.
- For non-recurring all church events, Cleaning Team Leads will be responsible to secure the facility.
- For non-recurring team specific events, the Team hosting the event will be responsible to secure the facility.
 - Under the circumstance that a Cleaning Team Lead is present for the event, the Team responsible must communicate with the Team Lead ahead of time if they need assistance to secure the facility.
- If an individual uses the Church facility for any purpose excluding a Grace City Church event, the last individual present in the facility will be responsible to secure the facility.
 - When in doubt, please check the entire facility to ensure you are the last individual present on campus. In the event that the facility is not secure, the individual last occupying the facility will be held accountable.

Lock Up Process:

- In order to ensure we are correctly and efficiently securing our facility, the Operations Team has provided a step by step guide for our Lock Up Process. A print out of this guide will be located in the reception area of the facility. You can also access the guide by clicking the link listed below.
 - [Church Facility Lock Up Process](#)