

Harvest Ridge Covenant Church
FACILITY ACCESS POLICY

as of: 9/10/03

This policy has been established to protect the members and friends of Harvest Ridge Covenant Church as well as to the effective stewarding and security of our facility. It in no way is intended to prohibit the ministry of the church. The policy was written after instances of minors being in the building without supervising adults present. This policy is not intended to offend anyone, but to protect our youth and children. We want Harvest Ridge to be a safe place for all.

- Adult church members who give evidence of an ongoing ministry need for facility access, may be issued a PERSONAL ACCESS CODE upon application and approval by the church staff.
- Those members (and in isolated cases, non-members) who give evidence of a specific or short-term ministry need may apply for a TEMPORARY ACCESS CODE to be approved by a member of the church staff, Leadership Team, or Ministry Team Leader. Such codes are temporary as they are removed from use on a regular basis.
- Access codes shall not be shared with others, especially minor children.
- The church office will maintain a list of all codes. The current list of codes shall be reviewed by the church staff on a semi-annual basis.

ACCESS CODE APPLICATION

Name _____ Date _____

Address _____

Telephone _____

I am requesting a: temporary code, or a personal code

For personal codes, please
choose your own 5-digit PIN

Please state the reason that you are requesting access:

Reviewed and approved by:
Requires at least two staff members to approve

Temporary code number issued: Date: _____