

# Get a Key Fob to the Church

## **Three of the “key fob” responsibilities for everyone who holds a church key fob are:**

- Always keep possession of the fob. *Never* loan your fob to anyone.
- The key fob only allows you to enter when it is swiped. You have 20 seconds to enter the church. If you need to leave the door unlocked for an event, see the office administrator.
- Do **not** put the church’s name on the key chain or the fob.

In addition, you will need to know things such as where light switches are located and make sure you turn out lamps and lights when you leave the building. You will need to familiarize yourself with the locations of fire extinguishers and first aid kits. See church maps in the members area of website.

To obtain a church fob, you should meet with the Office Administrator.

The back door (previously in the alley) cannot be kept unlocked. If you need to keep it open to unload, there is a mechanism and chain to prop the door open. This door should NOT be used unless unloading things to the kitchen.

**When you no longer need the church key fob, return it to the Office Administrator.** If you need to hold a fob indefinitely for recurring events, there will be a once-a-year check-in with the office. The office will advertise the check-in ahead of time.

If you find the door is unlocked and you NEED TO LOCK IT:

1. Go to the fancy desk right next to the sanctuary side door (up the stairs/elevator from the handicap assemble entrance). Inside the left drawer is a key to lock the doors of the church.
2. Sometimes someone has used the crash bar to unlock the door. On the same key chain as the church building key is the tool to lock/unlock the crash bar.
3. If there is no key there (or no tool for the crash bar) and you need the church locked: call Dave Rosser at 402-541-4393. If you cannot reach Dave, try Catharine Dixon 402-208-1872.