



# Linwood Seventh-day Adventist Church

## CHURCH USE SECURITY FORM WITH GUIDELINES

Physical  
6525 N Monroe  
Spokane WA 99208

Secure Mail  
PO Box 48273  
Spokane, WA 99228

509-327-4400 | 509-981-8508 TEXT  
email@linwoodsda.org  
www.linwoodsda.org

### WHEN USING CHURCH OUTSIDE OF CHURCH SERVICES

1. Be aware of your surroundings, cars, people, etc.
  2. If Emergency: Report suspicious activity to Law Enforcement
  3. If Non-Emergency: Email [email@linwoodsda.org](mailto:email@linwoodsda.org) or call Mark 509-995-9615 and/or
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4. Any doors that are unlocked, propped open or dogged shall be monitored by an adult at all times. **No Exceptions.**
  5. When leaving, person(s) in charge to sweep through the building checking all unlocked rooms, bathrooms, etc. for unauthorized personnel. Suggest 2 people do the sweep.
    - a. Check ALL exterior doors, regardless of if used or not. This includes:
      - i. Basement
        1. Fellowship Hall E-Door (North)
        2. Kitchen E-door (North)
        3. E-Door in hallway end of hall (South-East corner)
      - ii. Main Level
        1. Back door
        2. South facing E-Doors 1 in Sanctuary and 1 by mothers' room
        3. North Glass doors
        4. East Glass Doors
        5. E-Door from balcony SE corner -  
go upstairs to SE corner down the stairs (can also be checked from outside)

### ACKNOWLEDGEMENT

☐ I understand Linwood's Security use guidelines and will abide by them.

### CHURCH USE INFORMATION

Group: \_\_\_\_\_

Day(s) – how often: ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ Quarterly

Times: \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_

Print name: \_\_\_\_\_