

Building Security Policy for Members of Faith United Methodist Church West Monroe, La.

I, _____ (member(s) full name) am the person in charge of

_____ (name of event) on _____

(date of event, including time beginning and ending) at Faith United Methodist Church 3510 Arkansas Road, West Monroe, La. As a member of the church my signature above states that I know that at the end of my event I will check all doors, bathrooms (including handicapped in the education wing) to make sure no one is in there before I lock all doors and leave. After having locked all doors and checked every room to make sure no one is there I will have one other person witness I have done this _____ (name of witness) and then my responsibility for the security of the building is over. In the event of two failures to fulfill said stated obligation I will not be allowed to be in charge of opening for or closing an event for the next calendar year. I understand that as a member I must do my part in protecting the assets of the building and this is my stated way of doing my part. This form must be signed during office hours only Monday through Thursday 9 am -2 pm. Your key may be picked up three days before your event and must be returned within three days after your event.