



Building Access Policy

CUMC Board of Trustees has adopted the following policies to ensure security practices are incorporated into the buildings on the campus of CUMC.

The operation of the CUMC buildings will be as follows:

All doors of CUMC will be OPEN

Monday thru Friday at 8 AM

Saturday will be as facility use demands, otherwise 8 AM

Sunday at 7 AM

All doors of CUMC will be locked

Monday thru Thursday at 10 PM

Friday at 6:00 PM

Saturday will be as facility use demands, otherwise 3 PM

Sunday at 9:00 PM

All other times are considered After Hours

After hour access to buildings may be accomplished by users authorized in accordance with the CUMC Key and Keycard Policy.

For Card Key Access:

First, request a card key with entry times needed from Facility Manager at ext. 301. Card Keys may be programmed for as little as one hour and as much as continuous usage.

To use: Hold card in front of card reader located to right of double doors. You will hear a beep and have 8 seconds to enter the building. After entering and leaving the building, make sure door has closed securely behind you for security reasons.

Card Keys may not be used or loaned to anyone other than person issued card key.

Replacement fees are \$5.00 per card, lost cards should be reported immediately to Bldg. Supt. Ext. 333.