

Congregation Keneseth Israel
Policies, Practices & Guidelines

Policy, Practice or Guideline: Building Access

Source: Governance

Date Adopted: 12/1989

Date Revised: 12/2022

- I. Introduction: The purpose of this Policy is to provide procedures for gaining entrance to the building by authorized individuals, to enhance public safety for all KI members, to protect movable physical assets and to facilitate timely access in case of emergency.
- II. Policy Statement: It is the Policy of Congregation Keneseth Israel to provide a safe & secure environment for members, staff, and guests.
- III. History:
- IV. Definitions:
- a. Secured doors are those entries that require a key or code to open.
 - i. Front door on Chew Street (key)
 - ii. 23rd. St (electronic key pad)
 - iii. Multi-purpose Room (key)
 - iv. Kitchen – this is a Service entry only (electronic key pad)
 - v. Social Hall (key)
- V. Procedure:
- a. During normal business hours electronic entry to the building is gained via the 23rd. street door.
 - b. Access may be granted to individuals through a programmed security code obtained from the Executive Director. These codes are intended solely for staff and members who must enter the building. Clearance must be assessed annually.
 - c. During Shabbat congregants, with access, may enter through the 23rd. St. entrance or the front door on Chew Street. The front entrance is locked unless manned by a Security guard.
 - d. Disabling or propping open the electronically secured doors provide a threat to personal safety and property and is strictly forbidden without consent and monitoring by the Executive Director.
 - e. Admittance is not allowed through the kitchen door during Shabbat, High Holidays, or Temple events.
- VI. Reference: Security Committee