

# Keyless Entry “How-To”

Thank you all for your patience during the construction phase of the keyless entry!

Keycards and fobs have been distributed. If you have a key card or fob, please note that access may be limited to certain hours. If you have questions, please check with Kate in our church office about your access.

**Please Do Not** give your card/fob to anyone else! It’s important for you, the security of the church, and for our records that it is not passed around. If you lose your card/fob, let the office know as soon as possible.

Please read through this document carefully to understand the process of using the cards/fobs.

## **Description:**

“Cards” are white and credit-card like. Each card has a unique code on the bottom right-hand corner, which the office has logged. These cards should be kept in a wallet or purse. Please do not attempt to attach this card to a keychain.

“Fobs” are small black rounds, about an inch in diameter - also with a series of numbers noted by the office. They have a gray “button” in the center and can be attached to key rings.

## **How it works:**

Simply press the card or fob against the number portion of the keypad (found on the side of the Handicapped bollard outside). The crash-bars on the doors will suck in and will hold for 10 seconds. Be ready to open the door! For handicapped access, please press the handicapped button right after using your keycard.

## **Door Schedule**

The church doors are open during the following times. There is no need for you to use your card/fob during these times:

*Sundays: 9:00 - 12:00 p.m. & 5:30 - 7:00 p.m.*

*Monday - Friday: 9:00 a.m. - 2:00 p.m.*

*Wednesday Nights: 4:30 - 7:30 p.m.*

## **Other Scheduling**

A few people have been given keys with 24/7 access because they regularly need the building at unscheduled times.

For those who don't have 24/7 access: If you need to access the building at a time outside regular office hours, you will need to call Kate in the Church Office during regular business hours. She will grant you temporary access during the time-frame you are requesting or in coordination with other scheduled events on the church calendar. Ensure that you arrive at the church within that time frame to access the building as your keycard will work within your time frame and will not unlock the doors at any other time.

## **Groups, meetings, events, & all others**

To schedule a meeting or hold an event, please call or email Kate in the Church Office. She will be able to provide information about available rooms and spaces for your group. Requests are to be made before the event/meeting occurs and during business hours: 9:00 a.m. - 2:00 p.m. Monday - Friday.

If you or your group are not part of the church, Kate may request that you (or someone from your group) come in to fill out some paperwork / rent a keycard/fob (if necessary). This also must happen before the event/meeting.

Please Note: Our key access and cameras will show who opened the door and when. If a person/group entering the church was not given entry permission from the church office, keycard/fob access may be withdrawn.

Please be aware that this is simply for the safety and security of the church and the Daycare.

We expect all those with keycards and/or fobs to abide by these guidelines. Those who do not will no longer have access to the building via keycard/fob.

**Thank you all for your patience during the construction phase of the keyless entry!**

We hope this new system will be seamless and provide a much-needed sense of security and safety for our members and those in the community.

# FAQs

## Office Hours

9:00 a.m. - 2:00 p.m.  
Monday - Friday

## Contact Office

Kathryn (Kate) Kvasnak  
Director of Communications & Office Manager  
[church@firstucc.org](mailto:church@firstucc.org)  
(507) 645-7532

## When will the doors be unlocked? / When will I be able to get in?

*Sundays: 9:00 - 12:00 p.m. & 5:30 - 7:00 p.m.*

*Monday - Friday: 9:00 a.m. - 2:00 p.m.*

*Wednesday Nights: 4:30 - 7:30 p.m.*

You will not need to use your keycard or fob to enter the church during these times.

## The door isn't locking when I leave - what do I do?

Don't worry! The doors are on a schedule and will lock automatically. We know it's unusual to leave without locking the doors. Rest assured that the doors will lock according to the schedule. Just make sure that the doors latch on your way out!

## The doors are locked and I can't get in!

Unfortunately you won't be able to get in. The doors are scheduled to open on certain days and at certain times. If you need access to the church outside these times please contact Kate in the church office. She will give you temporary access during a certain time-frame.