

**Mary, Queen of the Holy Rosary, Lexington, KY: Access Policy**  
**Implemented July 2008 / Revised March 2010**

In the interest of maintaining a safe environment for children and vulnerable adults, the following policies are promulgated for all the buildings at Mary, Queen of the Holy Rosary Catholic Church in Lexington, Kentucky.

**1. Keys and Access codes are given to a very limited number of people.**

- a. Staff members and others by way of exception
- b. All names with their access codes and key numbers are to be recorded.
- c. Keys and access codes are never to be loaned or shared with anyone
- d. Only the Parish Office Staff and the School Office Staffs may give parishioners or others temporary key privileges.
- e. Unauthorized sharing of keys or codes to others may lead to disciplinary action, including loss of key or code privileges.
- f. Noncompliance with any of these policies may result in disciplinary action, such as loss of the use of the building and forfeiture of rent or deposit.

**2. Access to the Education Life Center**

- a. Youth under the age of 18 must never be unsupervised.
- b. Doors in the ELC Building are never to be left unlocked or propped open. The only exceptions, when a monitor for the door is on duty, are: Formation on Sunday Morning, parish events, Evening school events (e.g. athletic events sponsored by the school), Rentals.
- c. The person in charge of every activity or event should assign door monitors, teams are best.
- d. During School hours all those entering the building without a key or access code must do so through the main doors near the office.
- e. Those entering the building without a key or code must sign in with the door monitor in the office when school is in session.
- f. Doors found unlocked in the ELC are to be secured immediately and the pastor informed by email.
- g. No one is to be in the ELC after 11 PM until 6 AM with the exception of maintenance personnel unless they receive permission from the pastor or the principal for each occasion.

**\*\*** During school hours and at the end of the school day, it will be the responsibility of the school staff to make sure that all doors are locked.

**\*\*** Joe Stephenson is responsible for locking / unlocking the school building Monday – Thursday between 5:00-9:30pm as needed.

**\*\*** If there are activities or meetings outside of the times noted above a responsible party will be assigned by the parish secretary at the time of scheduling.

**3. Access to the Church Building**

- a. Doors in the Church Building are never to be left unlocked or propped open. Exceptions: Mass, Sacramental celebrations, Adoration, and Meetings.
- b. Children are not to be left unattended at any time, even when they leave Mass to use the bathroom.

**\*\*** It will be the responsibility of the priest to make sure that the church is locked after mass, with the exception of Sunday. On Sunday the priest that has the 5:30pm mass will be responsible for locking up.

**\*\*** The school staff will be responsible for locking up after any school mass.

**\*\*** Joe Stephenson is responsible for locking / unlocking the church building Monday – Thursday between 5:00-9:30pm as needed.

**\*\*** If there are activities or meetings outside of the times noted above a responsible party will be assigned by the parish secretary at the time of scheduling.

**4. Doors to the Parish Office Building (formerly the rectory)**

- a. These doors will be unlocked during normal business hours which are Monday – Friday between 9:00am – 3:00pm. There may be exceptions, such as Staff meetings, or if only one person is in the building.
- b. The church office staff will be responsible for making sure all doors are locked.

\*\* If there are activities or meetings outside of the times noted above a responsible party will be assigned by the parish secretary at the time of scheduling.

**5. Door Monitors**

- a. All Door Monitors must have passed the 18<sup>th</sup> birthday and be Virtus certified as Virtus Trained.
- b. The Principal assigns the door monitor during the school day and for school events after hours.
- c. The Staff personnel responsible for an activity must assign the door monitors for the events they sponsor.

**6. Renters**

- a. The parish Business Manager will assign a Monitor for rental events.
- b. Renters agree to pay the wage of the monitor as outlined in the with Rental Fee structure in addition to rental fees.
- c. All renters must comply with the monitor; failure to do so may result in forfeiture of rent, deposit, and even immediate expulsion from the building.
- d. Monitors should report non-compliance to the Business Manager