# *SECURITY*
# *FOR THOSE PRAYING IN THE CHAPEL*

The Chapel is locked 24/7. Those who have signed up are to *use the code pad* to have access to the chapel **(see code and steps for opening secured door below**). **For security purposes, NO ONE who is *not* signed up for Eucharistic Adoration is to be given entrance.** You may bring a friend with you. Some may indeed want to pray, but there are others who will take advantage of the situation to solicit money or who may potentially be violent.

If you are in the chapel and someone is knocking on the outside door, you are not to open the door and let anyone in. Keep the inner door closed at all times in the late evening and early morning. Those who are part of Adoration have the access code. This code will change periodically. You will be told what the new code is. **This code number is *not* be given out nor is it to be used when adoration is not taking place.**

If you are at the door and someone approaches you and says they want to come in and pray, you are to say, **"I am sorry, but I cannot open the door to anyone who has not signed up through the office for security reasons."** If they give you any trouble, return to your car.

We recommend that you **bring your cell phone** with you to Adoration in case of emergency. However, do turn off the ringer.

The great doors into the church will be unlocked because of fire code. Prior to locking the church, the custodians regularly do a walk through to make sure no one is in the church. Please **use the restroom prior to your adoration time**; however, if you need to use the restroom, you will have to walk through a darkened church. We will try to have nightlights illumined on the walls leading to the restrooms, but DO WATCH YOUR STEP, particularly around the piano area.

**CODE: 421**

**<u>Steps for Opening Secured Door</u>**

1. Put down your bag/books on the bench (you will need both hands).
2. Look at the mechanical lock box. Notice the silver lock knob and arrow turning to the right at the bottom of the key pad.
3. Punch in 4-2-1 (1 number at a time and press each number firmly).
4. Turn the silver lock knob completely clockwise until it stops (it will be vertically or up and down), hold the lock, and pull the door open with your other hand at the same time.
5. Walk in and sign in, etc.