



MUSLIM COMMUNITY CENTER
- CHARLOTTE -

Facilities Access Control Policy V1.0

Purpose:

To enhance security at MCC and transition away from the use of access codes, key fobs and Mobile Apps will be provided to eligible individuals who meet the criteria for regular access. This policy outlines the eligibility, distribution, and usage of key fobs, as well as the integration of the new doorbell camera system for additional security.

Eligibility Criteria for Key Fobs/Mobile App Access:

- MCC Members with Active Membership Status for the last three months, who either:
 - attend MCC on a daily basis for prayers, programs, or other consistent activities,
 - Or, volunteer at least once a week

Key Fob/ Mobile App Distribution Process:

1. Eligible individuals must complete the [On-Demand Access Control Form](#), including their name, contact information, and reason for access.
2. Requests must be approved by the MCC Executive Director in consultation with the Facility Manager.

Non-members can access the facilities by:

- Ringing the bell during hours when the doors are locked.
- Entering during regular program hours and scheduled congregational salah, when the doors are unlocked.

Key Fob/Mobile Apps Usage Guidelines:

1. Key fobs/ Mobile Apps are for personal use only and may not be shared or transferred to others.
2. Lost or stolen key fobs must be reported immediately to MCC administration. A replacement fee of \$50 will be applied.
3. Access will be periodically reviewed, and key fobs/mobile app access controls may be deactivated for individuals who no longer meet the eligibility criteria.

4. The organization reserves the right to revoke, deactivate, or reassign key fobs at its discretion to maintain security.
5. All key fobs must be returned upon termination of employment, completion of a contract, or change in access requirements.
6. Key fobs that are not used for two months or more will be subject to review and possible deactivation.

Doorbell Camera System:

1. Doorbells equipped with cameras and remote unlocking capabilities are being installed at key entry points.
2. Individuals without a key fob can use the doorbell system to request access, which will be granted remotely by authorized personnel.

Implementation Timeline:

1. Transition from access codes to key fobs/mobile apps will be phased in over the next 90 days.

Policy Enforcement:

Failure to comply with this policy, including misuse of key fobs or violation of access rules, may result in the revocation of access privileges.

Contact Information:

For questions or to request a key fob, please contact the MCC administration office at facilities@charlottcc.org

This policy aims to improve the security and accessibility of MCC facilities while maintaining a welcoming and organized environment for our community.

Policy V1.0 - Last Updated Jan 13th 2025