

# City Hall/Opera House Security Policy

Adopted by the Opera House Board on May 9, 2005

Adopted by the Common Council on June 14, 2005

Purpose: To protect the building and contents against vandalism and theft.

A single key will be created that opens only the following:

- The exterior door on Fifth Street,
- The vestibule door for Fifth Street entrance,
- The Opera House changing room doors,
- The wooden doors for the stairs leading from the Main Lobby to the Opera House,
- West stair tower doors,
- And the elevator entrance door on Main Street.

The Opera House Board President and Managing Director will be given the following:

- A key that opens the above doors.
- A key for the elevator lock out feature that allows floors 2 and 3 to be accessed.
- A code to arm and disarm the alarm system inside the Fifth Street entrance. Instructions will be given on how to use the alarm system.

Other persons will be issued keys based upon need as determined by the Managing Director. Keys are not to be given to anyone else or to have duplicates produced. Each person is responsible for returning their keys once they are no longer a member of the Board or employee or volunteer for the Opera House. Person's who unlock these doors are responsible to check the building to be sure no one else remains and to lock and check all doors.

A contractor key will be available from Police Dispatcher for an approved list of people to obtain. The list will be created by the Board. The dispatchers will be notified in advance by the Opera House Managing Director about people scheduled and approved to receive the key for entrance into the Opera House. A form summarizing the responsibilities of people using this key will be created. Users intending to obtain this key will need to sign this form prior to being placed on the approved list of authorized people. A training session will be provided in advance by the Director of Planning & Development.

Except when there is a function governed by the Board or Managing Director, the following security measures will be taken:

- The elevator will be locked out for access to floors 2 and 3.
- The front Opera House doors on Main Floor (near Mayor's office) will remain locked at all times.
- Exterior stair tower doors on West side of the building will remain locked at all times.
- Changing room doors will remain locked at all times.

The Opera House is available for walk-in tours or showings. Tours or showings of the Opera House should be prearranged with the Managing Director (phone number 646-0019). Receptionist and/or Fireman are not to provide a key or open doors for access to the Opera House.