

How to Use the CFC Entry For Events

Use either your code or fob on the black keypad to open the doors. If using a code, enter the four digits and then the # button. The light on the keypad will change from red to green and the door will unlock temporarily. This will also disable the alarm system. The door will automatically lock behind you.

If you need to leave the glass doors unlocked while you are in the building, follow this procedure:

Glass Doors: After using your code or fob, “dog” the right side (as you look out at the street). Push in and hold the bar, insert the hex key into the hole and turn. The bar should stay pushed in, and this means that the door is unlocked. You are responsible for “undogging” the door before you leave.



Sanctuary Doors: These doors will stay locked at all times, except for during worship services. You may use your code or fob to open, and they will lock behind you. These doors will automatically unlock and relock for Sunday morning worship.

If you are alone in the building, please leave the doors locked for your safety.

Contact Amy Fish (property manager, 508.419.0424, afishknit@gmail.com) or Shannon Boon (administrative assistant, 508.428.6163, office@cotuitfederatedchurch.org) for building access or issues. **Please DO NOT contact Pastor Angie.**