**Door Open/Close Schedule**

**BUMC Campus**

**For Guests:** Contact Paula Cryan, BUMC Receptionist, regarding any guests coming to BUMC Campus

for appointments so that she can greet them appropriately and then inform you when they arrive.

**For Special Events:** Contact Sandy Walker, Director of Facilities, to make special arrangements for meetings, Wedding rehearsals, Funerals, etc. that are scheduled when doors are normally closed.

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| **Week Day Standard Door Schedule** | | | |
| Monday – Thursday | 7:00a – 9:00p | Turner Lobby Doors OPEN | Members, Guest, and delivery entrance.  Direct all persons to this entrance. |
| 7:00a – 6:00p | Chapel Side Doors LOCKED  Day School Doors LOCKED | CCF Entrance ONLY  Day School Entrance ONLY |
| Wednesday Evening | 4:30p – 9:00p | Narthex Doors OPEN  Café Doors OPEN | Chapel & Day School Doors LOCKED |
| 6:00p – 7:00p | Music Hallway Door OPEN |  |
| Friday | 7:00a – 12:30p | Turner Lobby Doors Open  Chapel Side Doors  Day School Doors | Members, Guest, and delivery entrance.  CCF Entrance ONLY  Day School Entrance ONLY |
| **There is NO public access to building after 12:30p on Fridays**  **unless staff arrange to meet someone at designated door.** | | | |

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| **Saturday/Sunday Standard Door Schedule** | | |
| Sunday Morning | 6:00a – 1:00p | Narthex Doors OPEN |
|  | 7:30a – 1:00p | Chapel Side Doors OPEN  Day School Doors OPEN  Café & Tabernacle Doors OPEN  Music Hallway Door from Prayer Garden OPEN |
| Sunday Evening | 3:30p – 9:00p | Narthex Doors OPEN |
|  | 3:30p – 5:30p | Music Hallway Door from Prayer Garden OPEN  Chapel Side Doors OPEN??? |
|  | 3:30 – 9:00p | Café & Tabernacle Doors OPEN |
|  | NO ACCESS | Day School Doors CLOSED |
| Saturday Evening | 4:00p – 7:30p | Chapel Side Doors OPEN for Worship |