

KBOO Radio Policy	Station Access	Date: 01-22-24
POLICY #I.C.9 (formerly #32)		Approved by: Board of Directors

The following policy is in effect at all times:

1. KBOO has a secure entry point at the front door that is accessible by staff, Board members, and volunteers who have been issued key codes. All key codes will allow entry all hours, all days. Access to the station, except for station business, is strongly discouraged.
 - a. All KBOO staff, Board members, and contractors, and all volunteers with current on-air programs or in-station volunteer duties will be issued key codes.
 - b. In order to be issued a key code, a volunteer must have completed volunteer orientation and have an active account within KBOO's volunteer-management software (e.g., Galaxy).
 - c. Any volunteer without a key code should contact their staff supervisor to gain access.
 - d. No one shall share their key code with another person.
2. Persons on the banned list are not to be admitted.
3. Staff, Board members, and volunteers may invite guests to join them at the station, provided they adhere to the [house rules](#). Anyone hosting a guest is responsible for guest activity, and guests should remain with their host while at KBOO. If the host must leave the building before the guests are able to leave, the host may assign their guest to a different person who has a key code who will be staying in the building, so long as that person with a key code assumes responsibility for the guest.
4. Volunteers, Board members, contractors, service providers, and other guests must sign in and out at the reception desk.
5. Any behavior by volunteers or their guests in violation of KBOO policies should be reported to staff.
6. Any person whose behavior immediately endangers KBOO or personal property, or the health or safety of any person at the station, may be required to leave the station by their host. Any such instance shall be reported to staff as soon as practicable.
7. Public Meetings: KBOO holds open meetings in accordance with all laws and policies. In the case that a meeting attendee becomes disruptive, they will be asked to attend meetings by video conference. If an attendee's actions are so disruptive to require exclusion even from a video conference, the attendee's actions and response from the Board or committee shall be fully documented.

Adopted by Board of Directors 6/24/92, as amended 8/25/93; as amended 01/22/24