



Teejop Hocira

Community Center

End of Day, Building Lock-Up Policy

This policy is designated to ALL Ho-Chunk Nation Administrative Employees as well as any other Ho-Chunk Nation Employees that are employed at the Teejop Hocira Community Center.

Regular Lock-Up Procedure – Normal business hours for the Teejop Hocira Community Center are Monday-Friday, 8am-4:30pm. During normal business hours, the Teejop Hocira Administrative staff is solely responsible for making sure that all entry/exit doors are locked at 4:30pm.

After Hour Event (Non-Employee of Teejop Hocira) Lock-Up Procedure – In the event that a community member or person that is not employed at the Teejop Hocira reserves the building outside of normal business hours/days the Teejop Hocira Administrative staff is solely responsible for making sure that all entry/exit doors are locked at the end of the event as well as being present in the building throughout the duration of the event.

After Hour Event (Teejop Hocira Employee) Lock-Up Procedure – In the event that a Teejop Hocira Community Center Employee reserves the building outside of normal business hours/days, the employee that made the reservation is solely responsible for making sure that all entry/exit doors are locked at the end of the event as well as being present in the building throughout the duration of the event.

Entry/Exit Doors Include –

- Main Entrance/Exit – ALL 4 Doors MUST be locked before leaving the building!
- Cafeteria Exit Doors – Pull on door to ensure it is secured shut
- North Glass Exit Door (Closest to Exercise Storage Room/Maintenance Office) – Pull on door to ensure it is secured shut
- Gym Exit Doors - Push on door from the inside to ensure it is secured shut
- West Glass Exit Door (Closest to Youth Services Division Director Office) – Push on door to ensure it is secured shut
- Receiving/Storage area (near trash enclosure) - Push on door to ensure it is secured shut

Key Location – The “key” or allen wrench that is used to lock the exit doors will be kept inside the top middle drawer behind the front desk at all times.

This policy must be followed to ensure that the security of the Teejop Hocira Community Center is not compromised at any time. Please do not leave the building until you have checked to make sure that all of the above listed Entry/Exit Doors are locked and secure.

In the event of a door or lock malfunction please contact the Teejop Hocira General Manager as soon as possible! Cher Laubmeier 608.577.9769