

LOCUST GROVE UNITED METHODIST CHURCH

KEY HOLDER AGREEMENT

This agreement outlines the responsibilities I have as a holder of the Locust Grove United Methodist Church (LGUMC) Door Access Card. My acceptance of this agreement indicates that I have read and understand the Access Card Policy, and agree to adhere to the protocol and procedures established for Door Access Cards.

1. The Door Access Card is intended to facilitate the entry to electronically access-controlled outside doors at LGUMC.
2. I understand that the Door Access Card is issued in my name as the sole authorized person for access to the appropriate entry doors of the Church. I will not allow any other person to use my card. I understand that I should not open the door for others that do not have their own card, but rather direct the person to the Church Administrator for assistance.
3. I will not prop open doors as this will activate a security alert.
4. I will not punch holes in the card, attach or affix any pins or decorations to the card, bend the card, or wash the card as it may render the card inoperable.
5. I understand that cards should not be left unattended on desks, near door locks, or carried in such a manner to be susceptible to loss or theft.
6. I understand that upon termination of employment, contract, or volunteer services, cards must be returned to the Church Administrator within forty eight (48) hours.
7. I understand that visitor cards may be issued to eligible persons for a limited time period (e.g., when an individual provides volunteer time or special services), and must be returned to the issuing department by the end of the authorized period.
8. I understand that I must notify the Church Administrator within forty eight (48) hours if my Access Card is lost, missing, stolen, or damaged.
9. I understand that LGUMC will assess employees/individuals a fee of \$15.00 for a replacement card if their card has been lost, damaged or is missing. If the card is stolen and a police report is filed and produced, then there will be no charge. If the card is stolen due to the negligence of the person, then the \$15 charge to replace the card will apply.

Rights of Locust Grove United Methodist Church

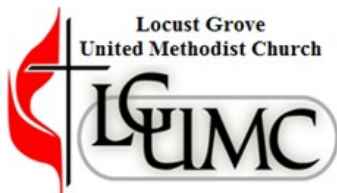
The Door Access Card remains the property of LGUMC at all times. LGUMC reserves the right to withdraw a Door Access Card from an individual, and request that the Card be surrendered if evidence is found that the card is being misused in any way. Any unauthorized use will result in confiscation. LGUMC reserves the right to withdraw, suspend or make changes to all Door Access Cards, without prior notice.

Acknowledgement

I acknowledge that I have read, understood and agreed to this agreement.

Print Name: _____

Signature: _____ Date: _____



Door Access Card #: _____

Issued By: _____