

Key Card Policy

for

Members of the Stone Church

1. Key cards and building alarm codes will only be loaned to members when the proposed use of the facility is consistent with the Church's Facility Use Policy.
2. The key card requestor must give a minimum 48 hour notice to the Operations Director (or Security Director in the event the Operations Director is unavailable), then obtain the key card in person at the church office.
3. All key cards shall have an identifying number.
4. The Operations Director (or designee) will complete the Key Control Log with the key card number, recipient's name, check out date, day and time of church access, and purpose for the key card check out.
5. Key cards will be programmed for entry dates and times. There will be limitations on duration of key card possession, as programmed to each individual key. Any changes to the day and/or time of access must be communicated to the Operations Director as soon as possible to change the key card programming.
6. All members to whom a key card is loaned will be required to sign this policy before receiving a key card.
7. Short term key cards must be returned to the Operations Director (or Security Director in the event the Office Administrator is unavailable) by the specified date and in person. Key cards may not be mailed or left in the church office. The Operations Director or designee will confirm the key card's return and note the key card return date on the Key Control Log.
8. Key cards shall not be duplicated, loaned, or made available to others. Any attempt to duplicate a key card will result in a revocation of key card possession privileges.
9. Building alarm codes shall be kept confidential and not be shared with any other individuals, groups, or organizations.
10. Lost or stolen key cards shall be reported immediately to the Operations Director at 563-927-2851 or office@thestone.life. Individuals to whom key cards are issued are responsible for paying \$15 to theStone for lost or damaged key cards.
11. The holder of a key card assumes responsibility for the safekeeping of the key card and its use. Exterior doors shall not be propped open. When leaving the church building, the key card holder is responsible for setting the alarm and ensuring all doors are properly secured.
12. The Security Director and Operations Director reserve the right to request the return of any key card at any time.

Procedures for Obtaining Keys

1. Call the church office at least 48 hours prior to key card pick up to request a key card from the Operations Director.
2. Stop at the church office during regular business hours (Monday through Thursday 9am-4pm). It is always advisable to call ahead to verify the Operations Director is available for key card pick up.
3. Read and sign the policy governing issuing of key cards to theStone Church members.
4. Receive the key card from the Operations Director, complete the applicable sections of the Key Control Log.
5. Return the key card to the Church office, in person, by the required date.

By signing below, I agree to uphold the policy as stated above.

Printed Name _____ Signature_____ Date_____