



## First Presbyterian Church

### Building and Door Key/Card Access Request

This form is for requesting key card access. **Please read the policy guidelines on the reverse side of this form.** The fee is \$15.00 for each card and must be received before a card is issued.

#### Requestor Information

Request Date \_\_\_\_\_ Function \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

#### Required Signatures

By signing the FPCC Card Request and Assignment Form, the card holder and approver acknowledges that he or she has read and agrees to abide by the church's policies printed on the reverse side of this page and as specified in OPS 05.10, 05.11, and 09.04.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Office Use Only

Card # Issued: \_\_\_\_\_ Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

\$15.00 Fee Received  Yes  No Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Cash  Check # \_\_\_\_\_

Door Access  All  FLC Kitchen only  Other

Card # Returned: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments:

## FPC Building Key Card Access Policy

A \$15.00 non-refundable card fee is required to obtain an access card (\*).

### **Card Holder Responsibility:**

The person issued a card (the card holder) is responsible for understanding that accepting a card to access the church buildings is a serious responsibility. The card holder is responsible for keeping the card secure and under his/her control at all times. Cards are intended to be used by the person to whom they are issued for the purpose for which the card was issued and should not be loaned or given to others (including family members). A card may not be passed on to another member of the church, even if that member is succeeding the previous card holder in the same job. The reason for this is so that the assignment and inventory of cards maintained by the Church Administrator can be kept up-to-date.

### **Temporary Cards:**

A temporary card may be requested when the need for building access is for a specific period, such as for 24 hours or for an event/function, after which the card will be deactivated and the user must return it to the Church Office. The Chair of a ministry or other staff requests a temporary card from the Church Administrator or authorized Office Assistant.

**\*FPC and PDS personnel will not pay a fee unless their card is lost. If the card is not returned when employment terminates, a \$15.00 fee may be deducted from the final paycheck. If an employee loses the card, a \$15.00 fee will be required in advance to cover the cost of issuing a new card.**

### **Functions/ Time Access and Approvers:**

<u>Approver</u>	<u>Function</u>
Administrative Chair	Sr. Pastor, Building & Grounds Chair, PW Moderator, other committee chairs or committee members as needed
Sr. Pastor	Administration Chair, Music Director, Dir Christian Education, Church Admin., Office Asst, PDS Dir, temporary cards for staff, church members, or vendors
Administrative Chair/Treas.	Financial Staff
Administrative Chair/Treas.	Tellers
Building & Grounds	Janitorial Contractor (Card(s) will be issued to the Contractor to oversee)
Discipleship Chair	Wednesday Night Live Cooks
Discipleship Chair	Youth Coordinator
Discipleship Chair	Evening Bible Study Teacher
PW Moderator	Evening Lydia Circle Leader
Administrative Chair	Fellowship Chair
Discipleship Chair	Mission Sewing Group Leader
Worship Chair	Wedding and Funeral Coordinator
Missions Chair	Family Promise Coordinators
Administrative Chair	PDS Staff
PDS Administrative Chair	PDS Teachers
Chair of Sponsoring Ministry	Outside Group Coordinator
Worship Chair	Florist
Church Admin or Office Assistant	Temporary cards for staff, church members, or vendors according to office procedures

### **A card must be returned to the Church Administrator when any of the following occurs:**

- The card holder is no longer a member of the church or the community served by the church.
- The card holder no longer holds the position or performs the function for which the card was issued (the card holder may not directly pass their card along to their successor).
- The Session (through the Clerk), the Pastor (or the Church Administrator, acting for the Pastor), the Administration Committee, or the Building & Grounds Ministry requests return of the card.
- The event or timeframe for which a temporary card was issued is over.

If the card has not been returned in these circumstances, it is immediately deactivated and the *Card Request Form* annotated. A lost card must be reported to the Church Administrator as soon as possible: the card is immediately deactivated and the *Card Request Form* annotated. A subsequent fee of \$15 is required if a replacement card is to be issued. Upon return of a card to the Church Administrator, an appropriate entry on the *Card Request and Assignment Form* is made to indicate the card returned and the date.