

Building Access Policy

Building access (fobs, keys & security codes) to our church building is a serious responsibility because of safety and security issues. Anyone requesting a fob, key and/or security code must complete a request form (page 2). Fobs and keys may be picked up from the office during regular office hours. There is a **fee for all fobs and keys** issued to all users.

Key and Security Code Use Policy

- 1) All key request forms must be signed by an authorized pastoral or administrative staff member before an individual receives a fob, key or security code. This may take up to two weeks to process.
- 2) Fees must be paid for all fobs and keys before being issued:
 - PCC ministry, staff and internal personnel: \$25/ set fully returnable deposit upon completion of term of use and return of fobs and/or keys.
 - Facility renters and outside users: \$40/set (minimum 1 fob and maximum 3 keys), of which 50% is returnable upon completion of term of use and return of fobs and/or keys.

Prices are subject to change without notice. Deposit amounts will be returned by cheque within 7 to 10 days of fobs and/or keys being returned. Returns must be done in person during regular office hours in order to receive a deposit refund.
- 3) All lost or stolen fobs and/or keys must be reported immediately. Reissued fobs and keys may result in a loss of security deposit and/or an additional charge for replacement.
- 4) Fobs, keys and security codes **may not be transferred to another individual**. Fobs and keys must be handed to the key manager (Bookkeeper) who will process all transfers. Security codes will be disabled and new codes provided to the transferring individual.
- 5) Fobs, keys and/or security codes may not be duplicated, loaned out or exchanged with another individual (even if it is a church member taking over their position). When positions of leadership change, keys must be returned or reevaluated through a new request process.
- 6) Security codes are not to be shared with any other individual as they are specific to your identity with the security company. Once the security code is no longer required it will be immediately cancelled with the security company and will no longer function.
- 7) Fob and key possessions will be reviewed at least once annually and unrequired fobs and keys may be requested to be returned in order that the number of keys distributed is kept to a minimum.
- 8) Fobs provided to open external entrance doors will *require* a four-digit security code in order to disarm and arm the security system.
- 9) Training is required before fobs, keys and security codes are handed over.
- 10) **Abuse of keys or security codes will mean immediate termination of their use.**

Types of Keys

Fob	opens external doors with touch pad
A	opens all internal rooms, including staff offices (excluding facilities room downstairs)
B	opens internal rooms (excludes staff offices and facilities room downstairs)
G	opens gates, bollards, warehouse roll-up door and garbage bins
W	opens padlocked storage areas in warehouse
MM	opens facilities room (baptismal storage) and media/tech room
K	opens the kitchen entrance doors and dry storage/pantry inside kitchen
C	opens the kitchen workroom (warehouse side)
M	Master key, opens everything (except kitchen & kitchen storage/pantry), but are limited to staff and few key personnel
F	opens outside entrances (minimal use/special approval)



Building Access Request Form

Applicant Name _____ Date of Request _____

Street Address _____ City _____ BC Postal Code _____

Email _____ Contact Phone (H) _____ (C) _____

Your position and department/ministry _____

Access required IE: classrooms, warehouse, entrance _____

Dates & times required _____

Are you an official member of Pacific Community Church? Yes No

Key(s) requested FOB A B M
 MM G F W C K

Key(s) provided FOB #: _____ A B M
 MM G F W C K #: _____

Security code needed? Yes No
(If yes, you will be contacted by the Bookkeeper to provide a 4-digit code.)

Is this request associated with a Rental Agreement? Yes No

If YES, please indicate the rental group name _____

*By signing, the applicant agrees to abide by the **Building Access Policy** (page 1) and agrees to pay the appropriate fees before receiving a key(s).*

Signature of Applicant _____

Printed Name _____ Date _____

Authorized (print)	_____	Date	_____
Authorized Sign	_____	Training Completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Term given	_____	Amount paid	_____

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