

Fob User Agreement

In order to protect the building, it's staff, school children and church members while maintaining open access for those using the facility, the following policies have been created.

1. All access fobs are issued individually and have an identifying number which is tracked electronically. If damage or theft occurs while you are using the building, the fob records will be accessed to determine potential recovery of costs to the church.
2. The building is accessible 7 days a week from 7:00 AM to 11:00 PM. The building alarm will sound beyond those hours. If a ministry desires to change those hours for a specific event (such as a lock-in), arrangement must be made with the Church Administrator.
3. The Sanctuary and Adult Center doors may be unlocked for church-wide events such as worship, fellowship dinners, weddings or funeral. These doors are to remain locked for all other events. To allow for access for other events, someone must be posted at the door to let people in. Doors are not to be propped open as this poses a significant safety threat.
4. Prior to receiving a fob, you will provide your name, address, and phone number for the Fob Control Log. The Administrator shall notate the fob identification number and date of receipt in the Fob Control Log. For fobs issued on a temporary basis, a return date should also be noted.
5. In order to receive a fob, you will sign the Fob Control Log, indicating that you agree to this policy, a copy of which will be given to you.
6. For temporary users, it is understood that the fob MUST be returned to the church office by the specified date. Fobs must not be mailed or left in the church building or office. The Administrator will acknowledge the fob's return and will document the return in the Fob Control Log.
7. With parental permission, fobs may be issued to confirmed youth members of the congregation with the following hours of usage: 9:00 AM to 8:00 PM, Friday through Sunday. Hours of usage may be extended upon graduation from High School by request.
8. You are assuming responsibility for the safekeeping of this fob and its use. When leaving the building, all doors must be secured and lights turned off as they were upon arrival. The heating and air units do not need to be adjusted when you leave – do not press HOLD on the thermostat.
9. Lost or stolen fobs should be reported immediately to the church office at 770-475-9159.
10. The Pastors, Church Administrator and Council reserve the right to request the return of any issued Fob at any time.

A copy of this policy has been given to me and I agree to abide by its contents.

Printed Name

Signature

Date

Printed Name

Signature

Date

Parent Signature if under 18

Signature

Date

Office Use

FOB Serial Number: _____