

St. Joseph's Church – KEY FOB Use Agreement

Please read the following carefully.

The security of St. Joseph's facilities is *very important* since it involves the protection of our Lord and Savior in the Blessed Sacrament, as well as the safety of our staff, parishioners, children, and Church property. Please take the responsibility of being provided limited access to St. Joseph's very seriously.

I, _____, request a Key Fob to the following St. Joseph's facilities:
(**PRINTED** name)

- It is critical that all parishioners, but especially ministry leaders **ensure that the facility is locked & lights are turned off** when activities are complete in the evening. Are you the last one out? _____
Initial here
- St. Joseph's will have a record of the dates and times the doors are accessed. _____
Initial here
- This Key Fob is strictly for use in conducting St. Joseph's ministries & activities – **facilities are never available for personal use** without prior approval from Parish Office. _____
Initial here
- **No one other than assigned user may borrow this Key Fob at any time**, including fellow parishioners, staff, family, or friends. _____
Initial here
- **Promptly notify the Parish Office in the event that the Key Fob is lost or stolen. A LOST KEY FOB FEE OF \$10 WILL BE CHARGED FOR A REPLACEMENT.** _____
Initial here

	Chapel – Adoration		Gathering Space Entrance		Parish Hall Entrance (Kitchen)		Church Entrance
					Parish Hall Entrance		ALL DOORS

Purpose/Ministry: _____
Dates: From _____ To _____

STAFF Approval: _____
Dates: From _____ To _____

(Proper Staff signoff required for all Key Fob Access EXCEPT Adoration)

I have read and understood this Key Fob Access Use Agreement, and agree to adhere to all of its terms. I understand that failure to abide by these procedures may result in loss of key fob use.

Signature _____
Date

Phone _____
Key Fob #

PLEASE NOTE THAT IF YOU ARE NOT A REGISTERED ST. JOSEPH'S PARISHIONER WE WILL REQUIRE A LETTER/FAX FROM YOUR PARISH INDICATING YOUR ACTIVE MEMBERSHIP IN THE CHURCH PRIOR TO ISSUING A KEY FOB FOR ADORATION ACCESS.