

**Minnesota Church Center  
SECURITY CARD AGREEMENT**

**Updated October 2018**

Please fill out all the information requested on the back of this form. And have this form signed by an office manager or director of your organization.

I understand this security card allows me access during non business hours to the Minnesota Church Center and is issued to me personally through my employer. Access to the building is not allowed between 12:00 A.M and 5:00 A.M.

- It is **NOT** transferable to another person.
- I will allow no one else access, even if I know that person. [unless they **are** here on business with me]
- Should I no longer be employed at the Church Center, I will return my card immediately; and personally to the Building Superintendent.
- I will report all strange/out of the ordinary events to the Building Superintendent.

**Entering:**

- By using this card, in effect, I temporarily unlock the front door.
- **It is my responsibility to secure the door again by pulling it shut and checking to make sure that it is locked.**
- **MY OWN SECURITY** and that of the rest of my fellow tenants depends upon my diligence.

**Exiting:**

- There is a sensor located in the vestibule that will temporarily [for 6 seconds] unlock and release the alarm so that I may exit without setting off the alarm.
- **Once out of the building it is my responsibility once again to make sure that the front door is securely shut and locked.**
- **MY OWN SECURITY** and that of my fellow tenants depends upon this.

**Moving and hauling of items:**

- No moving or hauling of items may be done during the hours the building is closed.
- The front door should never be propped open. That will cause an alarm, as you only have approximately 20 seconds to exit the building.

If during the use of my card, I inadvertently cause an alarm [these are not audible], I, or my employer, agrees to pay the fee for responding to the resultant false alarm. This fee is subject to change but is currently **\$100.**

**Any lost, stolen or mutilated cards can be replaced at a charge of \$45.**

**Please fill out this form completely and indicate if employee needs an access card and/or suite key.**

New Employee Information:

**Name:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

May we include this information in the Minnesota Church Center directory? **Yes / No**

**Does employee need an Access Card? Yes / No**

**Does employee need a suite key? Yes / No** Key numbers needed: \_\_\_\_\_

NOTE: Any lost, stolen or mutilated cards can be replaced at a cost of \$45.00. Suite keys can be replaced at a cost of \$35.00.

**Vehicle information: [any vehicle that you might park in the MCC lot]**

	<b>MAKE</b>	<b>MODEL</b>	<b>YEAR</b>	<b>LICENSE#</b>	<b>STATE</b>
<b>#1</b>	_____	_____	_____	_____	_____
<b>#2</b>	_____	_____	_____	_____	_____
<b>#3</b>	_____	_____	_____	_____	_____

**Any time you change or add vehicles, please send the new information to the Building Superintendent to allow for updating our database.**

By signing below, I stipulate that I have read the terms of this agreement, and agree to these conditions.

\_\_\_\_\_  
**Office Manager or Director (Signature)    Organization    office suite#    Date**

\_\_\_\_\_  
**Employee name (print)    Date    Signature**

-----Internal Use Only-----	
<b>Received:</b>	<b>New Employee Initial(upon receipt):</b>
Access Card <input type="checkbox"/> _____	_____
Suite Key <input type="checkbox"/> _____	_____
Building Handbook <input type="checkbox"/> _____	_____