

Freedom Fellowship Church of Palestine

Church – 903-480-0270, Danny’s Cell – 903-948-2238, Lisa’s Cell – 903-948-6800

freedomfellowshipchurch.net

FREEDOM FELLOWSHIP CHURCH Key/Security Code Assignment Form

Key Holder: _____ Position: _____

Address: _____

Phone: _____ E-mail: _____

Conditions and Terms:

The security of Freedom Fellowship Church building is critical to the safety and protection of the church and church property. If a key is lost or stolen, the security of the church and church property is significantly compromised until the door is re-keyed and new keys are issued. Consequently, the church expects that employees, staff members or other building users that are issued an external door key carefully monitor their key(s) to ensure that no unauthorized person(s) have access to the key. The following rules and responsibilities apply to all Freedom Fellowship Church employees, Staff Members or other building users who are issued a key/code.

- If a key holder of record loses his/her key(s), the key holder of record is responsible for notifying the church Secretary and/or Pastor or Elder immediately.
 - The costs associated with replacing any unreturned, lost or stolen key(s) is immeasurable. Although the costs of re—keying all locks, and the replacement of any key(s), are unknown ahead of time, I agree to a reasonable cost of \$200.00.
- Any key/code holder of record who unlocks a door is responsible for re-locking the door and correctly entering **your** code into the security system when finished in the facility.
- The key/code holder of record is responsible to ensure that no one else has possession of his/her key. The key(s)/code **should not** be loaned to others, unless prior permission has been given.
- Duplication of key(s) is **strictly** prohibited and in violation of this policy.
- Keys are the property of the church and must be returned when the holder of record leaves their position or upon demand from the church Secretary (or designee).
- You will select a four (4) digit code, that is easy for you to remember for the Security system. You are responsible for remembering your code and entering it correctly when entering and exiting the facility.
 - There is a possibility of a fine cost that is associated with five (5) false alarm calls in the amount of up to \$200.00. This cost is the responsibility of the code holder. So therefore, we are asking that you do your part in helping to keep the false alarm calls down.

Signature: _____ Date: _____

4 digit Code: _____ (Choose something easy to remember)