

## Key & Security Code Requests

### General Info

In order to help empower leaders to carry out their ministries, we make keys and security codes available to people who make an official request and who abide to the rules and regulations of their usage.

Having a key and security code to our church building is a serious responsibility because of safety and security issues. Any one requesting a key and/or security code must complete this request form. All requests must be approved by pastoral or administrative staff and may take up to two weeks to process. Keys may be picked up from the office during regular office hours. Keys may not be duplicated, loaned out or exchanged with another individual (even if it is a church member taking over their position). Once a security code has been issued, it is not to be shared with any other individual as the code is specific to your identity with the security company.

There is a *\$25 refundable deposit for each new key issued*. In order to receive a refund for the deposit, the key must be returned to the church office during regular office hours. Once the security code is no longer required, it will be immediately cancelled with the security company and will no longer function. Upon return of the key(s), a cheque will be issued to return the deposit amount within 7-10 days.

### Types of Keys

- **FOB:** opens assigned external doors with touch pad
- **"A" key:** opens all internal rooms inside building including staff offices (excluding facilities room downstairs)
- **"B" key:** opens internal classrooms (does not open staff offices or facilities room downstairs)
- **"G" key:** opens the gates, bollards, warehouse roll-up door and garbage bins
- **"MM" key:** opens the facilities room (eligible to those involved in the facilities team/management or for baptismal set-up)
- **"K" key:** opens the kitchen entrance doors and dry storage/pantry inside kitchen
- **"Master" key:** opens everything (except kitchen & kitchen storage/pantry), but are limited to staff and few key personnel
- **"F" key:** opens outside entrances (minimal use/special approval)

### Key and Security Code Use Policy

- 1) All key request forms must be signed by an authorized staff member before a person receives a key or security code.
- 2) All request forms will require a \$25 deposit.
- 3) All keys lost or stolen must be reported immediately.
- 4) Keys and security codes *may not be transferred to another individual*. Keys must be handed to the key manager (Bookkeeper) who will process transfers. Security codes will be disabled and new codes will be provided to the transferring individual.
- 5) No keys are permitted to be duplicated, loaned out or exchanged with another individual, even if temporary.
- 6) Keys will be reviewed at least once annually and unused keys will be requested to be returned in order that the number of keys distributed to a minimum.
- 7) Keys provided to open external entrance doors will *require* a four-digit security code in order to disarm and re-arm the security system.
- 8) Training in regards to locks and security will be required before keys and codes are handed over.
- 9) When positions of leadership change, keys must be returned or reevaluated through a new request process.
- 10) *Abuse of keys or security codes will mean immediate termination of their use.*

## Key & Security Code Request Form

Applicant Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ BC Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Contact Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_

Your position and department/ministry \_\_\_\_\_

Reason (access needed, 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 ☐ K

Key(s) provided ☐ FOB ☐ A ☐ B ☐ M

☐ MM ☐ G ☐ F ☐ 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 **Key and Security Code Use Policy** (previous page) and agrees to pay a \$25 returnable deposit before receiving a key(s).*

Signature of Applicant \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized (print) \_\_\_\_\_ Date \_\_\_\_\_

Authorized Sign \_\_\_\_\_ Training Completed? ☐ Yes ☐ No

Term given \_\_\_\_\_ Deposit paid amount \_\_\_\_\_

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