



Date Approved: August 31, 2015.....

Approved By: Bethel Lutheran Church Council

Title: CARD ACCESS POLICY

Purpose: Bethel Lutheran Ministries (also known as BLM) has been blessed with facilities built to be used for God’s honor and glory. With the privilege of using the church and school building to accomplish the Lord’s work there is the obligation to ensure that it is properly secure at all times. As steward of God’s resources, this is the responsibility of us all. It is for this purpose that a policy to control the distribution of access cards to the facility has been developed.

This policy consists of four sections. **Section 1** lists the names of those authorized to issue or loan access cards, as well as to whom cards may be issued or loaned. **Section 2** governs the use of cards by members of BLM. **Section 3** consists of the procedure by which members may obtain access cards. **Section 4** outlines the procedure for issuing access cards to contractors and other external parties that will require entry to provide services essential to maintenance or repair of the facility or hold an event.

Section 1: Access Card Use Authorization/Administration and Persons Eligible to Receive Access Cards

Authorization and Administration: Access cards will be authorized by the church administrator. The church administrator will also manage the software associated with the use the cards. The church administrator shall also obtain an Access Card Receipt Form (attached) from each holder. It will be the responsibility of the church administrator to monitor who is in possession of cards and request the return of cards from persons no longer authorized to hold them. The principal and lead church secretary will also be trained to handle these duties in the absence of the church administrator.

Persons Eligible to Receive Access Cards:

Permanent access cards may be issued only to the following individuals:

- Pastors
- Church staff
- School administration and teachers

Temporary access cards may be issued to the following individuals:

- Elected Church Leadership
- Church Volunteers
- Athletic coaches
- Contractors and service providers
- Leaders of BLM sponsored organizations or events

In all cases, cards issued must be returned to the church administrator upon termination of employment, expiration of term of service, the end of contracted services or sponsored events or upon the end of volunteerism. If cards are not returned they will be deactivated at the discretion of the church administrator.

Section 2: Policies Governing Access Cards issued to BLM members

Policies governing the use of access cards by BLM members are intended to balance ease of building access with adequate security considerations. Borrowing of access cards is a privilege available to all members 21 years of age or older and brings with it great responsibility. Failure to adhere to this policy or to exercise appropriate precautionary measures relative to care of the facility when in private use may lead to revocation of this privilege at the discretion of church administrator and pastoral staff.

The loss of access cards exposes the church to temporary security risks and the possible loss or destruction of property. It is very important that great care be taken to ensure that access card issued to individuals remain in their control at all times and that the loss of a card should be reported to the church administrator as soon as possible. **The cost (currently \$5) to replace an access card will be the responsibility of the person assigned to that card.**

The policy for use of access cards is as follows:

- A. Cards may be requested from any authorized individual as identified in Section 1.
- B. Cards will only be loaned to members when the proposed use of the facility is consistent with the church's Facilities Use Policy.
- C. The requestor must obtain the card in person at the church office. Minors will not be permitted to accept cards for their parents.
- D. All cards shall be individually numbered in the control software.
- E. It is understood that all temporary cards must be returned to the church administrator by the date specified on the card receipt form.
- F. It is understood that all access cards will be for the sole use of the individual assign and should not be loaned to others. The assigned person is responsible for any theft, property damage or security risks that are the result of loaned card.

- G. It is understood that no doors should be propped open since this will cause a security risk and result in someone having to investigate a system warning generated by a broken contact.
- H. The church administrator and/or pastoral staff reserve the right to request the return of any access card.

Section 3: Procedure for BLM Members to Obtain Access Cards

Members desiring to borrow access cards must utilize the following procedure:

1. Call or stop by the church office during regular business hours.
2. Read the policy governing the issuing of access cards to members.
3. Receive activated card from any authorized person
4. Sign for the card on the Access Card Use Agreement
5. Return the access card by the required date

Section 4: Keys Issued to Contractors and Other External Parties

Before access card(s) may be issued to a contractor or other external party, a representative of the company will be required to sign a document stating that he is authorized to receive access cards on behalf of that company and that the company is assuming complete financial responsibility for all expenses that may be necessary to restore security due to lost or not returned access cards. This document must be signed by an appropriate officer of the company.

1. The authorized representative to whom the cards are issued must present picture ID and personally sign for all keys.
2. It is understood that cards will not be loaned or made available to anyone other than recipient
3. Lost or stolen cards should be reported to the Business Manager as soon as possible so they can be deactivated.
4. The holder of the access card to any portion of the facility assumes responsibility for the safekeeping of the card and its use. When leaving the building, ensure that all doors are secured.
5. Damaged cards must be returned to the church office before a replacement will be issued. **The cost (currently \$5) to replace an access card will be the responsibility of the person assigned to that card.**
6. BLM reserves the right to perform a full or partial access card inventory at its sole discretion at any time.
7. Should the contractor's relationship with BLM be terminated for any reason, all access cards must be returned to the church office. Confirmation from the Business Manager that all access cards are accounted for is required before the final invoice will be paid.



ACCESS CARD RECEIPT

Your Name (print clearly): _____ Date: _____

Please choose one of the following:

___ I am a BLM member and am receiving Card # ___ for the following purpose:

___ I am not a BLM member and am receiving Card # ___ for the following purpose:

Please sign after the following paragraph to indicate you understand and will comply with the conditions set forth by BLM for holding an access card:

I acknowledge receipt of an access card to BLM and agree that:

I will not lend this access card to anyone else.

I will be entirely responsible for the security of this access card.

I will return this access card when I no longer have the responsibility for the above named purpose or when BLM requests its return.

I understand that, as a card holder, I am responsible to follow the terms of the BLM Facilities Use Policy.

I understand that failure to comply with any of the provisions set forth in this document may result in my loss of the privilege holding an access card and having it deactivated.

Signature: _____ Phone: _____

BLM Church Administrator: _____

CARD RETURN

I have returned Card # ___ to the Church Administrator of BLM.

My signature: _____ Date: _____

BLM Administrator: _____

