

Minnesota Church Center
SECURITY CARD AGREEMENT
(Updated March 2017)

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 Access 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.

NOTE: Security Card Access is a privilege and not a right.

- The Security Access Card is issued in my name as the sole authorized person for access to the Minnesota Church Center. My access card is **NOT** transferable to another person.

- Unauthorized use of the **Door and Parking Gate Access Card**, including allowing others to gain unauthorized access using my Card is considered misappropriation of access privileges.
I will allow no one else access to use my card to enter the parking lot or building.
You must not lend your card to anyone and allow them to gain unauthorized access to the Minnesota Church Center.

- Should I no longer be employed at the Church Center, I will return my card immediately and personally to the Building Superintendent or my immediate supervisor, so a charge of \$40.00 will not accrue to my former employer.

- I will report all strange or out of the ordinary events to the receptionist at the front desk and if the receptionist is unavailable, I will leave a voicemail for the Building Superintendent (612-230-3209).

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 my diligence.

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 \$40.

Staff that are no longer employed by the Church Center must return their cards. Failure to do so, will result in the \$40 fee being charged to their former employer.

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

NOTE: Any lost, stolen or mutilated cards can be replaced at a cost of \$40.00. Suite keys can be replaced at a cost of \$20.00.

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: _____

Vehicle information: (any vehicle that you might park in the MCC lot)

	MAKE	MODEL	YEAR	LICENSE#	STATE
#1	_____	_____	_____	_____	_____
#2	_____	_____	_____	_____	_____
#3	_____	_____	_____	_____	_____

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 Suite # Date

Employee name (print) Date Signature

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