

New Families Only

First Presbyterian Church
200 West Trade Street
Charlotte, North Carolina 28202

	Office Use Only
Name	
Card #	
Date Issued	
Date Entered	
Entered By	

SECURITY ACCESS APPLICATION AND AGREEMENT

		CDC Poplar Street	Courtyard/Reception Entrance - Trade Street	Administration Bldg. - Trade Street	WDS 5 th Street	Loaves and Fishes Poplar Street
<input type="checkbox"/>	Ministers and Senior Staff	24 hours	24 hours	24 hours	24 hours	24 hours
<input type="checkbox"/>	Church Staff	Monday-Friday 7:30am-5:30pm	Monday-Friday 7:30am-5:30pm	Monday-Friday 7:30am-5:30pm		
<input type="checkbox"/>	CDC Staff	Monday-Friday 7:00am-6:00pm	Monday-Friday 7:00am-6:00pm	Monday-Friday 7:00am-6:00pm		
<input type="checkbox"/>	CDC Parents (Fobs only)	Monday-Friday 7:30am-5:35pm				
<input type="checkbox"/>	WDS Staff	Monday-Friday 7:30am-4:00pm	Monday-Friday 7:30am-4:00pm	Monday-Friday 7:30am-4:00pm	Monday-Friday 7:30am-4:00pm	
<input checked="" type="checkbox"/>	WDS Parents (Fobs only)		Monday-Friday 9:00am-1:30pm	Monday-Friday 9:00am-1:30pm	Monday-Friday 9:00am-1:30pm	
<input type="checkbox"/>	Choirs (Fobs only)	Sundays 7:00am-1:00pm Thursdays 5:45pm-10:00pm	Sundays 7:00am-1:00pm Thursdays 5:45pm-10:00pm			
<input type="checkbox"/>	Other					

Access is not valid on scheduled days when the church/schools are closed.

The Security Access Device issued to you will provide you with access to the parking lot gate, Church/School doors (that you have access to), time clock (if applicable), and burglar system (If applicable). This is a universal device for this campus and MUST be safeguarded for your own protection but also for the security of the children we have on campus each and every day and night.

To ensure a safe campus, all staff are REQUIRED to have this device with them at ALL times. It will be needed to access the building. If your device is lost, stolen, or misplaced, you MUST request a replacement (\$20.00 replacement fee).

I agree to notify the First Presbyterian Church Business Manager or designee immediately if my access device is lost, stolen or misplaced. I accept full responsibility for keeping the device secure at all times. Replacement devices cost \$20.00 adjusted as needed to recover the cost associated with replacement. Access devices must be returned within 24 hours of (1) a request made by First Presbyterian Church to return the device, (2) if I resign my position or (3) if my employment is terminated. (4) if my child/ren leave school. Refunds are not given for the return of any replacement device.

I further agree not to let anyone enter the building with me unless I personally know them by name and association with the church. If I do not know them, I will ask them to go to the Courtyard entrance for assistance and direction from the receptionist.

_____ Initials required here: I realize that if I do not follow these requirements exactly that I am putting the children, staff, members and visitors to First Presbyterian Church at risk of allowing an unauthorized person to enter the building, possibly finding an access device and using it for unauthorized access to the facilities and potentially inflicting personal injury or physical destruction to this historic facility. Failure to abide by these requirements will usually result in my forfeiting this privilege.

By signing below, I agree to the above conditions including immediate notification if my device is lost, stolen or misplaced. I further agree that I will not give my device to anyone else to use, including other employees, church members, friends or family members.

Date: _____ Printed Name: _____

Signature: _____

More Required Information On Back

First Presbyterian Church
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Charlotte, North Carolina 28202

SECURITY ACCESS APPLICATION AND AGREEMENT

Name: _____

Address: _____

Home Phone: _____

Mobile/Alternate Phone: _____

Email Address: _____

Name _____
Hang Tag # _____
Color _____
Date Issued _____

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PARKING LOT HANG TAG AGREEMENT

Parking in the church parking lot is a privilege and subject to the following rules:

- Hang tags must be visible at all times while your registered vehicle is parked in the lot.
- Vehicles not displaying a valid hang tag are subject to towing and loss of parking privileges.
- Hang tags are not to be shared with others. Doing so may result in a loss of parking privileges.
- If lost, stolen or misplaced, replacement hang tags will be reissued at a cost of \$20. Damaged hang tags that are returned to office will be reissued at no charge.

Primary Vehicle Information

License Tag # _____

State _____

Year _____

Make _____

Style _____

Color _____

Alternate Vehicle Information

License Tag # _____

State _____

Year _____

Make _____

Style _____

Color _____

I agree to notify the First Presbyterian Church Business Manager or designee immediately if my hang tag is lost, stolen or misplaced. I accept full responsibility for keeping these items secure at all times.

I agree to return my hang tag within 24 hours of (1) a request made by First Presbyterian Church to return them, (2) if I resign my position or (3) if my employment is terminated.

By signing below, I agree parking is a benefit and I agree to follow the requirements.

Date: _____ Printed Name: _____

Signature: _____