



St James United Methodist Church
4343 Capehart Rd
Bellevue NE 68133

CHURCH ACCESS CARD REQUEST - WEST

I hereby request an access card to the St. James United Methodist Church-West building. By accepting the card, I agree to abide by the terms of the **St. James United Methodist Card Access Policy and Access Card Holder Responsibilities**, a copy of which is attached.

Date: _____

Your Name: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Home Phone: _____

Email Address: _____

Ministry/Work area for which key is needed: _____

Reason for facility access: _____

By signing, I acknowledge I have read, understand, and will abide by the Access Card Policy of St. James.

Signed: _____

Date: _____

**The access card you are issued remains the property of
St. James United Methodist Church.**

FOR OFFICE USE ONLY:

Approved by: _____ Card Number: _____ Date: _____

Restricted Access: **Yes No** If Yes: Door(s): W / N / E Day(s): M Tu W Th F Sat Sun

Time(s): _____

Card Return

Date card returned: _____

Signature: _____

**ST. JAMES UNITED METHODIST CHURCH CARD ACCESS POLICY AND
ACCESS CARD HOLDER RESPONSIBILITIES**

I agree to the requirements listed for the Church access card loaned to me.

1. It is understood that access cards may NOT be loaned or made available to others and shall be under the exclusive possession of the responsible person. Spot checks may be made by Church personnel to ensure the responsible person maintains possession of the card at all times.
2. It is understood that cards issued to me are for my use in support of approved functions and the proposed use of the facility is in accordance with St. James Building Use Application or for other official duties in support of the church.
3. Cards are to be returned promptly to the Church office after expiration of the intended use. Prompt return shall be within twenty-four (24) hours of use of the facilities or when the card is no longer needed to perform official church duties.
4. Report lost or stolen cards immediately to the Church office. A \$30.00 fee will be charged to replace a lost card.
5. The holder of a card to any portion of the facility assumes the responsibility for the safekeeping of the card and its use. When leaving the building, the last card holder is responsible for securing ALL doors and windows.
6. The responsible person with the card shall not leave the facility open and unattended at any time. The responsible person must be present or must have another responsible adult present for all deliveries made to the Church facility.
7. If it is determined that anyone provided a card pursuant to this policy fails to follow the terms of this policy, the person will be required to surrender said card within twenty-four (24) hours of being notified.

Signed: _____

Date: _____