

# **Ave Maria Catholic Church**

## **Card Key Access Guidelines** (January 2016)

The current times and environment within which we live have necessitated an increase in the need to address the safety and security for our parish community. A number of safety and security measures have been implemented and installed to address these particular needs. The presence of the Adoration Chapel within the Church building itself presents some unique challenges in the efforts to maintain a safe and secure environment. First and foremost of the concerns are the safety and security of the Blessed Sacrament in the Adoration Chapel as well as that of our parishioners, school children, and staff. The security of the Sanctuary, the Adoration Chapel and the Church building itself are also areas of concern. The use of a card key system to access the Church building is one of the measures that have been implemented.

**The use of a card key is a privilege extended to registered members of the parish who are also active members and participants of the Adoration Ministry. The procedures for this privilege of accessing the Church have been updated and are in effect as of January 2016:**

- A) **Card keys are the property of Ave Maria Catholic Church and will be issued ONLY to registered members of the parish who are also registered and active members of the parish's Adoration Ministry.**
- B) Card keys are and will be issued through the main Church office. The card keys remain the property of Ave Maria Catholic Church and are to be returned when no longer needed or when the individual moves out of the parish. There is a \$10 non-refundable fee to replace a lost card key.
- C) All card keys, individual and "family", are registered and numbered when "activated". Each card is activated for a limited period of time and must be reactivated at the end of that time period. The process of reactivation will also include an update on the policies/guidelines for of the Adoration Chapel as well any updates on the use of the card key. Use of the card key will be monitored by the Church staff.
- D) **The card key is to be used only to access the Church for the intention of going into the Adoration Chapel** and is to be used **ONLY** by the individual or members of the immediate and directly related family (18 years old +) to whom the card is registered. Youth, 17 years and under, are not to use the family card key without an adult family member present and accompanying them.

- E) **Card key holders are not to admit any other individual, regardless of who that individual(s) is (are), when accessing the Church.** Individuals that do not have a card, or have forgotten their card absolutely cannot be admitted by other card holders. Access to the Church can be accomplished during office hours through the main office for those who do not have a card.
- F) The parish retains the right to “de-activate” the card key at any time and for any reason, including but not limited to the misuse of the card, disregard of these guidelines as well as the guidelines for use of the Adoration Chapel.
- G) The guidelines for use of the Adoration Chapel are made a part of these guidelines and are considered a part of this agreement.

(January 2016)

**CARD KEY #:** \_\_\_\_\_

**FAMILY NAME:** \_\_\_\_\_

### **Signature Page**

### **Ave Maria Catholic Church Card Key Access Guidelines**

I, the undersigned, as an individual or as a representative of my family, accept the responsibility for the card key that I have been issued. I have read and understand these guidelines as well as the guidelines for use of the Adoration Chapel and agree to follow them as well as any additional guidelines which the parish deems necessary to make as a part of these guidelines.

Name (Please print):: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Family members (18 years+) who, with permission of the parent(s), will be allowed use of the card key for the specific purpose of going into the Adoration Chapel:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

### **Office Use:**

Parish Registration Number: \_\_\_\_\_

Date of Activation: \_\_\_\_\_ Time Period of Activation: \_\_\_\_\_

Parish Staff Member Issuing Card Key: \_\_\_\_\_

Date of De-Activation: \_\_\_\_\_

Reason for De-Activation: \_\_\_\_\_

(January 2016)