



# CHRIST THE KING

## RECURRING FACILITIES ACCESS AGREEMENT

This agreement is an acknowledgement of the requirements to access and use facilities at **Christ the King Topeka at 5973 SW 25<sup>th</sup> St., Topeka, KS 66614**

Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Purpose for facility use / access (list all): \_\_\_\_\_

Facilities requested: \_\_\_\_\_

Facility use days / duration: \_\_\_\_\_

Door access needs:  Church Door  School Door  Gym Door  Other (note below)

Access: Time In- \_\_\_\_\_ Time Out - \_\_\_\_\_

Expected number of attendees / participants: \_\_\_\_\_

Additional facility needs: \_\_\_\_\_

### Contact information:

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Best way to contact for immediate updates: \_\_\_\_\_

### Back-up contact information (in case of emergency or unable to reach primary):

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Best way to contact for immediate updates: \_\_\_\_\_

I, \_\_\_\_\_, understand that I am responsible for understanding and following the guidelines below when I am onsite at Christ the King Parish as an event leader/coordinator (please check each box as acknowledgement):

- I am responsible for the safety of others attending
- I am responsible for the security of the area(s) of the campus/building I have access to
- I am the only person who will use the badge and/or keys to access the facility
- I will not loan out the badge and/or key to the facility
- I will not prop open any doors, for any reason - If I see a door propped open, I will immediately close and secure it
- I will take every precaution to ensure no damages caused by myself or others accessing the facility
- I have read and understand the **GUIDELINES FOR VOLUNTEER USE OF PARISH FACILITIES**
- I understand the facility security policies and procedures
- I am aware of the Emergency Binder location for the area of the facility I am accessing
- I am aware that **a lost badge and/or keys will result in a min. \$15 fee per lost item**
- I am to return the badge and/or keys within 2 business dates after the last scheduled use of the facility  
Failure to do so will result in the inability to use any facilities until returned
- I will not access the facility with assigned badge/key(s) other than when scheduled
- My back-up contact is aware they may be contacted in case of emergency or urgent need
- I will leave the facility clean, safe and secure when done with my event
- I will not attempt to access the facility between 11 p.m. and 5 a.m.
- I am using the facility at no charge due to the nature of the event
- Access/use can be revoked at any time at the discretion of Christ the King staff

By signing below, I have read and understand the guidelines as outlined above and acknowledge receipt of a badge and/or keys as detailed below:

Badge #	Building key	Building key	Building key
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

ISSUED:		Received/Completed By	Date
Facility Use form	Completed		
Facility scheduled	Yes / No		
Badge # assigned			
Badge org (s) assigned			
Badge role(s) assigned			
Building key(s)	Yes / No - If yes, list below:		
Other key(s)	Yes / No - If yes, list below:		
Badge Expiration			
Key Log(s) updated	Yes / No		
RETURNED:		Received/Completed By	Date
Badge/Key(s) Returned	Yes / No		