

Last Name: _____ First Name: _____

STM Ministry Leader of _____

Telephone Number: (_____) _____

Home Address: _____

Email Address: _____

Your Key Code Number is: _____

I would need access to the (circle what applies): Church, Parish Center, and Faith Formation Building on (Day of the week) _____
from: _____ am/pm to _____ am/pm.

The Entry Access Card is intended to facilitate the entry to electronically access-controlled building entries on the property of St. Thomas More Church.

I understand the Door Access Card is issued in my name as the sole authorized person for access to the appropriate areas of STM. I will NOT allow any other person to use my Card. I understand that I should not open the door for others that do not have their own card, but rather direct the person to speak to someone in the Parish Center office during hours of operation.

I will not prop open doors as this will activate a security alert.

I will make sure the doors of the room/facility I use are properly closed before I leave, and lights and ceiling fans are turned off.

I understand that I MUST IMMEDIATELY notify Mrs. Anne Fischer (operations@stmbb.org or (561) 737-3095, if my STM Access Card is lost, missing, stolen, or damaged. St. Thomas More will immediately deactivate my card, before providing you with another one.

I acknowledge that I have read, understood, and agreed to this agreement. I have received my St. Thomas More Access Card.

Print Name: _____ Signature _____

Access Card Issued to me by _____ on _____