

Electronic FOB/Card Liability Form

26

**St. Philip's Episcopal Church
P.O. Box 10476
Southport, North Carolina 28461
(910) 457-5643**

Acknowledgement of Responsibility for Possession of a St. Philip's Church Electronic FOB/Card

I, _____, acknowledge that I have received an electronic FOB/Card, serial # _____ that provides access to St. Philip's Episcopal Church, Southport, North Carolina [The Church] property. I further acknowledge that:

- The Church recognizes my "need" for access to church property and expect its access-holders to behave responsibly.
- This FOB/Card is for my use, exclusively.
 - The FOB/Card must NOT be loaned to others, including family members.
- FOB/Card privileges may be rescinded at any time.
 - The FOB/Card is the property of The Church and must be returned to the Church upon request.
- I will ensure that all/any doors that have been accessed by my FOB/Card are locked and verified to be secure upon my departure.
- I will ensure that if I grant access to others, I will accompany those persons or be aware of their whereabouts and activities while in Church buildings.
- Should the FOB/Card become lost or stolen, I will immediately contact the church office to have the FOB/Card deactivated.
 - If a lost or stolen FOB/Card results in property damage, prior to notification, I could be held liable.
 - I am responsible for the replacement cost of a lost or stolen FOB/Card.

I acknowledge the restrictions and my responsibilities to safeguard this FOB/Card.

Signed:

Name: _____ Date