

WAYLAND UNION SCHOOLS KEY & ACCESS CARD AGREEMENT

To ensure the security of WUS facilities and activities, a card reader access entry system has been installed at all school buildings. An access control card is a magnetic card that works with an electronic or electromechanical device to access a building. Access to specific doors by individuals is limited and has been pre-determined based on your position. The system provides entry access to the building only. Key access cards and keys issued to faculty and staff is for official use in WUS buildings and remains the property of WUS. The integrity of the security system is severely compromised when exterior doors are propped open. It is absolutely imperative that no staff or student props a door open for any reason. Alarm systems are attached to each door which will alert the administration when a door has been left propped open.

Key access cards and keys are issued by Kelle Tobolic and must be returned to Kelle Tobolic upon termination or transfer. **Keys CANNOT be traded or swapped by anyone. Keys turned into Administration or building office staff MUST be returned to Kelle Tobolic with the name of the person that turned them in.**

Seasonal sport keys are issued by Autumn Bonte and must be returned to Autumn Bonte at the conclusion of that season. **Keys CANNOT be traded or swapped by anyone. Keys turned into Administration or building office staff MUST be returned to Autumn Bonte with the name of the person that turned them in. By accepting an athletic key you understand that you are NOT to use the pool at any time without a certified lifeguard on site.**

Lost key access cards must be immediately reported to Kelle Tobolic so the card can be deactivated from the card reader system.

I have read and understand the above information, that all personnel entrusted with keys must adhere to the guidelines outlined in this document, and realize that key control is absolutely essential in providing adequate security for WUS facilities and activities.

Name of Staff Member receiving keys: _____ Position: _____
(printed)

Approving Administrator: _____
(printed) (signature) (date)

Key Access Card

(check all buildings that staff Member needs access to)

- | | |
|--|---------------------------------|
| <input type="checkbox"/> High School | <input type="checkbox"/> Steeby |
| <input type="checkbox"/> Middle School | <input type="checkbox"/> Baker |
| <input type="checkbox"/> Pine | <input type="checkbox"/> Dorr |
| <input type="checkbox"/> Fine Art Center | <input type="checkbox"/> Transp |

Keys (list location/classroom of each key needed)

Please note that classroom keys will also open all common area rooms

Office use ONLY

Location: _____	_____	_____
	(date issued)	(date issued)
Location: _____	_____	_____
	(date issued)	(date issued)
Location: _____	_____	_____
	(date issued)	(date issued)

Staff Member: _____
(signature) (date)

Keys issued by: _____

By signing, you are stating that you have received the above listed keys
