

Friends Center

Key Fob Policy

June 2015

To encourage stewardship of key fobs, Friends Center has adopted the following policies.

1. KEEP YOUR ORGANIZATION'S LIST OF PERSONNEL CURRENT

- Friends Center is responsible for maintaining the system to ensure access is given only to current employees and families.
- Each organization must designate a point of contact for Friends Center to maintain the access list.
- The point of contact is responsible for informing Friends Center's operations manager about additions and deletions to its list of approved individuals who need fobs.
- **The point of contact will be responsible for receiving the fobs from Friends Center and disbursing them to the individuals within the organization.**
- **Friends Center is not responsible for providing fobs to individuals.**

2. REQUESTING ADDITIONAL KEY FOBS FOR YOUR ORGANIZATION

- If you add staff and need additional key fobs, simply let our front office know.
- If you have interns or other regular participants who you believe need consistent access to your floor, please ask. Friends Center may grant an additional temporary fob, but it is solely at our discretion.

3. REPLACEMENT KEY FOBS WILL COST \$25

- **Organizations will be charged \$25** to deprogram a lost fob and provide a new one.
- All fobs must be approved by the resident organization's contact person and paid for by the organization.
- In no circumstance will Friends Center accept payment from an individual nor provide a replacement fob to an individual directly.

4. HELP US MAINTAIN THE INTEGRITY OF THE SYSTEM

- **You must meet your guests in the front lobby and walk them to your space.**
- If your guests need to use the restroom in the 1501 building, you will need to arrange for them to re-enter the office suite.
- Please do not let people into your floor if you do not know them.
- If someone you do not know tries to enter the door behind you ("drafting"), please introduce yourself. If they belong on your floor, it will be an opportunity to get to know your neighbors. If they do not seem to belong, consider asking the person to return to the front desk to be redirected.
- If you are not comfortable saying something, or if you say something and the person enters anyway, please let the front desk know.

Thank you for your assistance in observing these guidelines.