

~Card Key Access Policies and Procedures~

The following policies have been adopted to enhance member usage and building security by maintaining a tight control of the issuance of access cards.

1. Access Card Keys will be issued only to Nishu Bowmen members in good standing.
2. Nishu members must be at least 18 yrs of age to obtain an access Card Key for the archery complex.
3. As Card Key holders, individuals will assume responsibility for the safekeeping and eventual return of access card keys.
4. All persons issued Card Key access shall at all times be held responsible and accountable for said keys.
5. If an access card is lost or stolen the Nishu Security Administrator must be notified upon discovery of the loss by the card holder.
6. Individuals shall not transfer or loan their access keys to another individual.
7. Building security shall be everyone's concern. If you are issued a key to access the archery complex make sure you are securing the same area when you are through. Turn off all lights and secure all doors before leaving.
8. Access cards must be returned to Nishu Bowmen if the individual is no longer a member in good standing.
9. In the case of loss or theft, the individual will be responsible for charges associated with keys, locks, or other hardware changes that may occur because of a lost key.
10. It is the responsibility of the Card Key holder who grants access of another individual to the archery complex to insure that they have signed in/out and have paid the appropriate fees set forth by Nishu Bowmen.

CHARGEABLE/NON-CHARGEABLE CARD KEY ISSUES

1. Original Card Key issued to Nishu members will be required to pay the associated fee set by the Nishu board of directors for the access being granted.
2. Broken or worn Card Keys will be replaced without charge. Original access Card Key parts must be returned to the Nishu Bowmen Security administrator. Replacement of lost/stolen Card Keys or failure to return assigned Card Keys will result in charges to the person identified as the Card Key assignee. The following replacement costs will be charged to the individual:
Individual Access Card Key \$5.00 Individual Access Key FOB \$15.00

ACCESS CARD KEY ISSUANCE

1. The member who is being assigned the Card Key should pick-up the Card Key. They will be required to present proper ID in order to obtain the Card Key.
2. Only one Card Key may be active for an individual at a time.
3. If a Card Key is lost or stolen, please notify the Nishu Bowmen Security administrator as soon as possible so that the Card Key can be deactivated. ***Please do so even if there is a chance the card will be found. It is easy to reactivate a card that turns up later.***
4. If your card does not work when it is supposed to, please inform the Nishu Bowmen Security administrator of your access difficulties as soon as possible.
5. Do not PUNCH HOLES in the card. This will render the Card Key inoperable.
6. Do not write on or affix anything to the Card Key. These Card Keys are meant to be reused by others in the future.
7. Do not wash the Card Key, as this might demagnetize the key and the Card Key will have to be reissued.
8. When leaving the building after hours, the exterior door lock must be set to prevent unauthorized access. If the door does not close or lock properly, notify the Security Administrator or contact a Nishu officer on the call list.

Nishu Bowmen Card Key Restrictions, Conditions, and Responsibilities:

- ⌚ You, the owner of the access Card Key, must only use your Card Key.
- ⌚ Your Card Key will not be loaned or transferred to anyone.
- ⌚ Lost or stolen Card Keys must be reported immediately to Nishu Bowmen Security Administration.
- ⌚ All members must sign in/out on the shooter registration list at the main office window.
- ⌚ Any members allowing access to other individuals are responsible for ensuring they are properly signed in at the registration desk and have paid the appropriate fees for shooting.
- ⌚ I will abide by all Nishu Bowmen range rules as posted in the archery complex.
- ⌚ Children under the age of 18 must be accompanied by an adult/parent or guardian.
- ⌚ Treat property with respect. Theft and vandalism will be prosecuted.
- ⌚ Failure to follow the policies and procedures outlined in this document shall result in deactivation of your assigned Card Key without refund.

I agree and understand the above Nishu Bowmen Archery Complex Card Key policy, restrictions, conditions, and my responsibilities as a Card Key owner:

Card Key Owner Name (Print): _____ Access: Single / Family

Card Key Owner Signature: _____ Date: _____

E-Mail: _____ Phone Number: (____) ____ - _____

(Secondary for family issuance)

Card Key Owner Name (Print): _____

Card Key Owner Signature: _____ Date: _____

For Nishu Bowmen Security Administration Personnel use ONLY! DO NOT COMPLETE

Nishu Security Administration: _____ Date Completed: _____

Card Key Number: _____ Access Permitted: _____

Card Key Number: _____ Access Permitted: _____

Access Key Card revisions:

Access Permitted: _____ Date Completed: _____

Access Permitted: _____ Date Completed: _____

Access Permitted: _____ Date Completed: _____