



Key Fob Policy

The Board of Friends Center Corporation has approved installation of a new access control system for the office suite doors in the 1501 Cherry Street building and for the A, B, and C doors of 1520 Race Street. Every employee of organizations with offices in those buildings and all families at Friends Child Care Center will get a “key fob” programmed for access to the organization’s location. (A key fob is a small, electronically programmed device used to unlock doors with a signal. Similar devices are used by car sharing programs and even some personal cars today.)

NO FEE FOR DISBURSEMENT OF INITIAL KEY FOBs. Each family will need to order a key fob for every person designated as an alternate drop-off or pick-up person.

Families are responsible to return all FOBs upon withdrawal or else a \$25 fee per FOB will be deducted from their escrow refund.

Replacement of Key Fobs

Families will be charged **\$25** to replace a lost FOB.

I have read and understand Friends Center’s new fob policy

I request _____ fob keys.

Please provide full names of persons for who fob keys are to be assigned.

	First Name	Last Name
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

FORM & PAYMENT MUST BE RETURNED BY: JUNE 19, 2015