



**BOYS & GIRLS CLUBS  
OF THE COASTAL BEND**

**Door Code/Security Policy**

Full Name: \_\_\_\_\_

\_\_\_\_\_ Board Member

\_\_\_\_\_ Staff Member

\_\_\_\_\_ Member's Parent

\_\_\_\_\_ Member

\_\_\_\_\_ Vendor

**How to Use the Security Code:**

1. Go to the door you are authorized to use
2. Enter your 4-digit code followed by the \* key
3. Wait for the click, then pull the door
4. Close the door behind you. Each person needs to enter their individual code.

**Policy:**

As a staff member, parent or a member of the Boys & Girls Clubs of the Coastal Bend you have been given a code for entrance into the building at specific times of the day.

I understand that this code is for my use only and should not be given out to other family members, including children or anyone else that has not been approved to use the code. I understand that I can request a code for other family members that frequently pick up my child(ren) from the club.

I understand that failure to comply with this policy could include revocation of my code. I understand this will result in a \$25.00 administration fee to defray costs involved with reissuing codes. I understand that each number is tracked when entered into the keypad and by video.

I agree to this policy \_\_\_\_\_ Date \_\_\_\_\_

Your code is \_\_\_\_\_

Between the hours of \_\_\_\_\_ and \_\_\_\_\_ on these Days: M T W TH F SAT SUN

\_\_\_\_\_  
Accepted by Director of Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted by Chief Executive Officer

\_\_\_\_\_  
Date