

KING'S LYNN CHRISTIAN FELLOWSHIP

ALSO KNOWN AS THE KING'S CENTRE

CODE LOCK AGREEMENT

Members of King's Lynn Christian Fellowship (KLCF) who wish to be given the code for the code lock on the King's Centre external door must read the following conditions and sign the form below to indicate their agreement to them. They should then return the form to one of the Elders or to the Church Office.

Please be aware that membership of KLCF does not automatically confer the right to be given the code and the Elders and Trustees reserve the right to withhold the code for any reason from anyone who requests it.

Conditions:

- 1 I understand that the reason for the issuing of the code is to enable me to access the church building for legitimate church business or in an emergency.
- 2 I understand that I must keep this code as secure as I would a PIN for a bank card and that I must not leave it visible in my home or anywhere else where an unauthorised person may have access to it.
- 3 I understand that I must not disclose this code to anyone else, including other members of my family.
- 4 I understand that if anyone asks me for the code that I must politely refuse and direct them to the Church Office.
- 5 I understand that I must immediately inform the KLCF Office if I have reason to believe that any unauthorised person may have access to the code.
- 6 I understand that when I use the building, I should close the door securely behind me when I arrive and when I leave, for my own safety and for the security of the building, except when a church meeting is taking place.
- 7 I will ensure that lighting and heating are not used unnecessarily and that, if I am the last person to leave, they are turned off before I leave.

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I _____ wish to apply for the code number for the King's Centre external door and accept the conditions as set out in the Code Lock Agreement

Date _____ Signed _____