

October 7, 2013

**Johnson Recreation Policy for use of Johnson Elementary Access Cards:**

Johnson Elementary requires a \$25.00 deposit for each building key that is loaned out. They also require that Johnson Recreation designate one member for interface with the school on matters related to facility use.

Therefore, Johnson Recreation will pay the \$25.00 deposit per access card for coaches, teachers and organizers of Johnson Recreation activities at the discretion of the member designated to interface with the school.

The access cards will be picked up from the school, distributed and returned to the school by Johnson Recreation.

Borrowing a JES access card from Johnson Recreation is contingent upon passing a background check.

An individual who borrows a JES access card from Johnson Recreation must not lend it out to anyone else.

Johnson Recreation is financially responsible for lost access cards and will use discretion regarding whom to loan them to.

Distributed access cards must be returned to Johnson Recreation within 7 days of the end of the scheduled activities.

An individual who borrows an access card and fails to return it will be responsible for repaying the \$25.00 deposit to Johnson Recreation. Should the deposit not be repaid, the individual will lose the privilege to borrow another access card from Johnson Recreation.

An individual who loses two access cards, will lose access card holding privilege.

I \_\_\_\_\_ have read this policy and I agree to follow it.  
(print name)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For Johnson Recreation:

Access Card Number \_\_\_\_\_