



APPLICATION FOR ACCESS BADGE

STAFF ACCESS

PLEASE PROVIDE THE INFORMATION BELOW AND SUBMIT THIS COMPLETED FORM TO THE MAINTENANCE DEPARTMENT

Name: _____ Phone Number: _____

BUILDING(S) ___ High School ___ Junior High ___ Kreeger ___ Smith ___ Munn ___ Bus Garage ___ Maintenance ___ Central Office ___ District

ROOM NUMBER _____

CONTRACT TERMS:

1. **User is required to make sure that the building is secure at all times. Doors should never be propped open. Please secure all doors and windows that you may have opened as you exit the building.**
2. Facility use is limited to assigned employee and work area only. A facility request must be submitted through fowlervilleschools.gofmx.com whenever you request use of athletic facilities and other common elements of the building.
3. **Never give your Access Badge to another individual.** Access Badge is only to be used by the individual it is assigned to.
4. **If your Access Badge is lost or stolen, you must notify the Director of Maintenance immediately.** A lost/stolen access badge compromises the security of the building.
5. The user understands that the District may limit access to facilities at unspecified times for construction, maintenance, cleaning, etc.
6. Badge must be returned when you are no longer employed with Fowlerville Community Schools.
7. **NEVER punch a hole in your badge.** It will damage the badge.
8. **NEVER dispose of your access badge.** You will use the access badge every year. The access badge is different from your id badge. It has numbers on the backside.
9. **There is a \$10.00 replacement cost for a new Access Badge.**

I HAVE READ AND AGREE TO ABIDE BY THE CONTRACT TERMS.



Signature: _____ Date: _____



APPLICATION FOR ACCESS BADGE

STAFF ACCESS

PLEASE PROVIDE THE INFORMATION BELOW AND SUBMIT THIS COMPLETED FORM TO THE MAINTENANCE DEPARTMENT

Name: _____ Phone Number: _____

BUILDING(S) ___ High School ___ Junior High ___ Kreeger ___ Smith ___ Munn ___ Bus Garage ___ Maintenance ___ Central Office ___ District

ROOM NUMBER _____

CONTRACT TERMS:

1. **User is required to make sure that the building is secure at all times. Doors should never be propped open. Please secure all doors and windows that you may have opened as you exit the building.**
2. Facility use is limited to assigned employee and work area only. A facility request must be submitted through fowlervilleschools.gofmx.com whenever you request use of athletic facilities and other common elements of the building.
3. **Never give your Access Badge to another individual.** Access Badge is only to be used by the individual it is assigned to.
4. **If your Access Badge is lost or stolen, you must notify the Director of Maintenance immediately.** A lost/stolen access badge compromises the security of the building.
5. The user understands that the District may limit access to facilities at unspecified times for construction, maintenance, cleaning, etc.
6. Badge must be returned when you are no longer employed with Fowlerville Community Schools.
7. **NEVER punch a hole in your badge.** It will damage the badge.
8. **NEVER dispose of your access badge.** You will use the access badge every year. The access badge is different from your id badge. It has numbers on the backside.
9. **There is a \$10.00 replacement cost for a new Access Badge.**

I HAVE READ AND AGREE TO ABIDE BY THE CONTRACT TERMS.



Signature: _____ Date: _____

