

Keyless Entry System

Frequently Asked Questions

1. **When will the new system be installed?** The keyless entry hardware was installed during the week of March 14th.
2. **Why are we using a new electronic key system?** Currently the Kirk has over 150 outstanding keys. Many of these key holders no longer need a key. Also, it is in the church's facility policies that we re-key the building every 3 years. Installing an electronic system will eliminate the need to do this in the future, as we can easily track who has a key card and who is entering our building.
3. **How will I get into the building?** Your current key will still work in the new locks until all the new key cards are programmed and handed out.
4. **When will the cards be handed out?** We are in the process of handing out cards now. Please go to the Kirk's website [here](#) or stop by the office to fill out the application.
5. **Who gets a new key card?** If you have a need to access the church building outside of office hours for regular meetings, rehearsals, or other types of work, then you simply fill out a short application and you will be given a card.
6. **How do the key cards work?** Simply wave the card in front of the door hardware and the door will unlock. The door will automatically lock behind you.
7. **What if I lose my key card?** If you lose your key card you must notify the church office immediately. The card can be programmed so that it no longer works to open our doors, preventing unauthorized access. Also, as the cards are an expense to the church, a replacement card will cost you \$10.
8. **When will my current key no longer work?** We anticipate that all key cards will be handed out by mid-April. After that time, all exterior doors will be re-keyed and your current key will no longer work. Interior doors are not being re-keyed. If you have a key for those doors, please hang onto it.