



ISLAMIC CENTER OF PITTSBURGH

KEY FOB POLICY AND APPLICATION

The Islamic Center of Pittsburgh (ICP) values the safety and security of its congregants and visitors. In light of past events, the ICP will be installing a key fob entry system in which congregants will be required to possess a key fob to enter the building during open hours. To obtain a key fob, congregants must review our key fob policy and complete the following application. Applicants will be required to submit a \$20.00, non-refundable deposit with the application. All payments must be made through the office with the completed application. The ICP reserves the right to deny or revoke any application upon review by the board and administration.

Procedure:

1. Fill out the Key Fob Application and submit it to the ICP office. All fields are required. Incomplete forms will not be processed.
2. Submit a copy of a valid photo ID.
3. A non-refundable payment of \$20.00 must be made in person at the ICP office. Cash, checks, or debit/credit card payments are acceptable.

Policies:

1. All key fobs are property of the ICP and the ICP staff are responsible for the overall administration of the key and fob systems.
2. The ICP reserves the right to conduct background checks for further review prior to approval of an application.
3. Upon approval of the application, key fobs shall be distributed to ONLY the person designated on the application.
4. Key fobs are non-transferrable and are tracked with a name and a unique ID. You may not use/borrow or lend a key fob that is not designated to you.
5. All key fobs MUST be returned to the ICP office in case the possessor of the fob relocates or moves outside the greater Pittsburgh area. Key fobs not used for more than

90 days will be deactivated. The applicant will have to reapply if he or she would like a new fob.

6. In the event a key fob is lost or stolen, the owner must IMMEDIATELY notify the ICP administration for the safety and security of its congregants. Congregants must reapply if they lose or misplace a key fob and must pay a replacement fee.
7. In the event of a forgotten key fob, congregants must call the office at (412) 682-5555.

I have read and agree to comply with the above procedures and guidelines:

Name: _____

Date: _____

Signature: _____



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KEY FOB APPLICATION

Last Name:		First Name and MI:	
Address:		City, State, and Zip Code:	
Phone Number:		Email Address:	
Date Applied:		Signature:	

OFFICE USE ONLY:

Application processed by: _____

Date: _____

Signature: _____

Status:

- ☐ Accepted
- ☐ Denied
- ☐ Incomplete

Imprint ID: _____