

## Keycard Access Policy

### Purpose:

This document shall outline the policy when keycard access is given to a new member

### General:

1. A member in good standing will receive a keycard;
  1. No sooner than 28 days after meeting the membership application requirements (submitting membership application with application fee, if applicable);
    1. Unless waived upon approval of the board;
  2. Upon submitting a request form to the board containing signatures from two members in good standing, at least one of which must be a board member;
  3. The keycard is to be provided as soon as possible.

Accepted at board meeting December 8, 2016