



Village of Maple Bluff Key Fob Policy

Introduction:

The village is excited to be able to offer the opportunity to increase access to restrooms facilities in the Beach House and the Dailey Cabin through the use of an electronic key fob system. In 2018, the village invested in a centrally managed, electronic key system at some buildings. This has reduced the associated issues with managing sets of keys and increased accountability of those who access facilities and when.

The buildings with electronic key systems installed where residents can have access are:

- Beach Park
- Dailey Cabin
- Village Center/Gym

Based on the features the system offers, the village would like to pilot issuing electronic key fobs to village residents. This would allow residents who would like to have access to select buildings during non-staffed hours. Increased access to restrooms was identified as the most important desire of residents in the comprehensive outdoor recreation plan (2015-2019) and our recent investment in electronic key systems supports our ability to provide this service.

The pilot program will test the ability to provide expanded access to restroom facilities while protecting village facilities. To participate in the program, village residents must agree to, and follow the following conditions:

1. One electronic key fob can be issued per household.
2. The electronic key fob is for the sole use of the residents of the household and cannot be shared with others.
3. The electronic key fob is for the sole use of gaining access to restroom facilities. The use of the facility for other purposes requires approval of the Village Recreation Director.
4. The household is responsible for any damages or inappropriate use that results through the use of the electronic key fob.
5. Lost or stolen electronic key fobs are to be reported immediately to the Village Recreation Director so they can be deactivated. Lost fobs that are subsequently found can be reactivated at no additional fee.
6. The fee for issuing and programming the electronic key fob is **\$60**. The fee for replacement electronic key fobs is **\$120**.
7. An electronic log of electronic key fob use will be maintained by the Village.
8. Park hours (Sun – Thu, 5am – 11pm; Fri – Sat, 5am – 12am) remain in effect, and use of the facilities outside of park hours requires prior authorization from Village Administration.

- 9. Unauthorized use, duplication, or possession of counterfeit electronic key fobs is prohibited and will result in suspension from the electronic key fob program and potential referral to law enforcement.
- 10. Failure to comply with the above policies will result in a written warning after the second offense, and suspension from the program following the third violation.

FAQ:

- How does the program work?
Residents will need to complete a registration form that will allow their use of the program. Once a form is on file with the Village Administration staff, a key fob will be programmed and notification will be made to the resident to obtain the fob. If residents would like assistance for their first time using the program, an appointment during business hours can be made to demonstrate how to use the fob.
- Will I get a refund if I leave the program?
No, there will not be a refund for leaving the program
- What if someone uses my electronic key fob without me knowing?
Please keep the key fob in a safe location that will prevent use without your knowledge. If you have misplaced or believe someone has used your key fob, please see points #4, 5 & 6.
- How are the buildings monitored?
The buildings have two systems. The first is the fob. It will track the time and the fob that unlocked the door. This system will also track when the door is opened as the person leaves. The second system is video surveillance. The inside and perimeter of the building is under recorded video surveillance.
- Can I use my fob any time
You can use your fob any time the buildings are not rented and it is during park hours.
- What do I do if the building is damaged when I go in?
Report it through the non-emergency number 608-255-2345
- How to prevent others from tailgating on your electronic key fob?
Be sure to check that the door is closed and locked prior to leaving the facility.

Signature of user _____ Date _____

Address _____

Phone _____

Email Address _____

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Office Use:

Fee Paid: _____

Date Paid: _____

Key Issued Date: _____