



Community Center Access with Key/Code

Hamburg Township has an alarm system with a computer to identify users of the Community/Senior Center. Each individual key holder will receive his or her own 4-digit code for entry into the building. Only you and the township administration will know this code. **Do not share this code with anyone as it identifies you when you enter the building and disarm the alarm system.**

There is an alarm keypad located just inside the double doors of the main entrance leading in from the sidewalk. It is necessary to enter your code into the keypad located at the door in which you make entry into the building. Upon entry, you have 60 seconds to enter your 4-digit pass code plus the number "1". A message will appear on the screen that tells you that the system is "Disarmed". This means you are free to use the building for your scheduled meeting.

When you are ready to exit, and if you are the last organization to leave the building, you must make sure all doors and windows are secure. You cannot alarm the system with the door open or anyone moving around within the building. The message center on the keypad will read "Ready to Arm". You will then enter your four digit code plus the number "2". The unit will begin a high-pitched alarm signal. This will continue for one minute. You must exit the building while this tone is on. The door must be manually locked with the key after you exit the building. If a door or window is open after the tone ends it will notify the police of a break-in.

If there is another organization in the building when you are ready to leave you must notify the organization that you are leaving and that they will be responsible for securing the building. Please ask the other user if they have the key that was assigned to them. If the organization does not have a key and pass code or a key fob they must exit the building with your group.

IMPORTANT: If the alarm system has been de-activated for a scheduled activity and has not been re-activated by 11:30 p.m., the police department will be notified that the building has been left unsecured. Please remember to set the alarm before you exit. **All functions must be completed prior to 11:30 p.m.**

REMEMBER - 4-Digit Code + 1 when enter
4-Digit Code + 2 when exit

NAME: _____

CODE: _____ PASSWORD: _____

Community Access with Key Fob

There is an alarm keypad located just inside the double doors of the main entrance leading in from the sidewalk. It is necessary to wave the Key Fob in front of the white sticker on the keypad located at main entrance to deactivate the alarm. Upon entry, you have 60 seconds to disarm the alarm by waving the key fob near the white sticker at the lower left corner of the pin pad. You will hear a chime and a message will appear on the screen that tells you that the system is "Disarmed". This means you are free to use the building for your scheduled meeting.

When you are ready to exit, and if you are the last organization to leave the building, you must make sure all doors and windows are secure. You cannot alarm the system with the door open or anyone moving around within the building. The message center on the keypad will read "Ready to Arm". You will then wave the key fob in front of the white sticker on the key pad. The unit will begin a high-pitched alarm signal. This will continue for one minute. You must exit the building while this tone is on. The door must be locked manually with the key after you exit the building. If a door or window is open after the tone ends it will notify the police of a break-in.

If there is another organization in the building when you are ready to leave you must notify the organization that you are leaving and that they will be responsible for securing the building. Please ask the other user if they have the key that was assigned to them. If the organization does not have a key and pass code or a key fob they must exit the building with your group.

IMPORTANT: If the alarm system has been de-activated for a scheduled activity and has not been re-activated by 11:30 p.m., the police department will be notified that the building has been left unsecured. Please remember to set the alarm before you exit. **All functions must be completed prior to 11:30 p.m.**

NAME: _____

KEY FOB #: _____