



## Village of Maple Bluff Key Fob Policy (2023)

### 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 using 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. In addition, the key fob program was expanded to include access to the Village Center gym during Open Gym hours. All open gym users must have an issued key fob to participate.

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

- Beach House
- Dailey Cabin
- Village Center/Gym

Based on the features the system offers, the village will issue electronic key fobs to **village residents only**. 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 program will be available under the following conditions:

1. **Two** electronic key fobs can be issued per household.
2. The fee for issuing and programming the electronic key fobs is **\$60 annually (January 1 – December 31)**. Fees will not be pro-rated based on the date of issuance.
3. The electronic key fobs are for the sole use of residents of the issued household and cannot be shared with others.
4. The electronic key fobs are for gaining access to restroom facilities and the Village Center gym. The use of the exclusive rental of the facility still requires approval of the Village Recreation Director and payment of rental fees.
5. The household is responsible for any damages or inappropriate use that results using the electronic key fobs.
6. Lost or stolen electronic key fobs are to be reported immediately to the Village Recreation Director so they can be deactivated, and users will be charged **\$120.00** to the reissuance of a key fob.
7. A 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. Village Center Open Gym hours will be set and available at the [www.villageofmaplebluff.com](http://www.villageofmaplebluff.com). The gym closes at 9:00pm daily.
10. 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.
11. 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 buildings is under recorded video surveillance.
- Can I use my fob any time?  
You can use your fob any time the buildings are not rented, during open gym hours, and it is during park hours. However, the Beach House and Dailey Cabin are only available for bathroom purposes during the off-season if the buildings are not rented.
- 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.

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Name of User

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Signature of user

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Date

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Address

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Phone

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Email Address

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Revised 3/22

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Office Use:

Fee Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Key Issued Date: \_\_\_\_\_