

**Hanover Township Building Access  
Agreement  
Form 2.25**



I, \_\_\_\_\_, acknowledge that I have been given authorized access to the Hanover Township Administrative Offices property during my scheduled hours of work. Signed permission from my Department head will be required if I plan to enter the building at any time on weekends or evenings, beyond my agreed upon work schedule.

I agree to use the last four digits of my Drivers License number, \_\_\_\_\_, as my personal security code to gain access to and secure upon leaving Hanover Township Administrative Offices.

I agree to maintain the safety and confidentiality of the Hanover Township Administrative Offices property by keeping my personal security code, (the last four digit of my Drivers License number), private so that it would not in any way compromise the security of the Township Administrative Offices allowing unauthorized individuals to access the grounds.

I understand that if I share my code with anyone else, I will immediately notify the Administrator and the Director of Facilities and Maintenance.

I understand that any failure to safeguard this code or any misuse of the property that occurs while I am an employee of the Township may result in disciplinary action up to and including discharge.

I understand that upon the termination of my employment with Hanover Township, the Township agrees to discontinue the use of my private security code. Nothing herein changes my status as an "at will" employee of Hanover Township.

This procedure is subject to amendment at the sole discretion of Hanover Township including but not limited to a change in building access.

\_\_\_\_\_  
(Employee's signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
(Date)