



## MNAA Badge Holder Responsibilities

### ELECTRONIC LOCK AND KEY RESPONSIBILITIES

As an MNAA badge holder I understand and will comply with the following requirements...

My MNAA electronic key is the property of the Airport Authority. Designated MNAA representatives are allowed to inspect and verify my key at any time.

\_\_\_\_\_ Initial

My MNAA electronic key must be returned immediately to the Identification Office if any of the following occur: resignation, termination, transfer, lay off, or for any other reason the key is no longer needed.

\_\_\_\_\_ Initial

My MNAA electronic key is for Official Use Only. I will not tamper with, mutilate, loan, borrow, or reproduce my electronic key in any manner.

\_\_\_\_\_ Initial

I understand that if I lose my MNAA electronic key, I will be fined \$100. If the \$100 is not paid, I will not be able to be issued a key electronic key or renew by BNA issued badge.

\_\_\_\_\_ Initial

I will keep my electronic key secured at all times.

\_\_\_\_\_ Initial

I will properly secure any MNAA gate I access by ensuring that the chain is properly tightened around the gate and securely fastened using the electronic lock. I will ensure that any gate that does not utilize a chain system has the lock properly secured to the gate and post.

\_\_\_\_\_ Initial

I understand that I must refresh my electronic key every seven (7) days by tapping it against one of the wall programming devices (located at the DPS building and the CSF building) or by installing the CLIQ Connect application on my mobile device. If I do not refresh my electronic key, it will deactivate and I will be unable to use it until it is refreshed.

\_\_\_\_\_ Initial

**Metropolitan Nashville Airport Authority badge holders only:**

I understand that I am responsible for paying any fines (up to \$11,000 per occurrence) that are issued to the Metropolitan Nashville Airport Authority by TSA for failing to properly secure a gate and/or electronic lock.

\_\_\_\_\_ Initial

**I acknowledge and understand the above responsibilities:**

PRINT NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_