

**Application and Rules of Conduct for Kairos Torch Weekend**  
**Closing At Circleville Juvenile Correctional Facility (CJCF)**

Approved:

1. No one will be admitted if they are not on the closing list. You must have a state-approved driver's license or photo ID with you at check in. The staff will retain it while you are inside the facility.
2. Keep everything else to a minimum.
  - Only one car key (and only if necessary – No electronic openers).
  - No key rings with a large number of keys on it.
  - No knives of any kind (including small ones attached to key chains).
  - No cell phones, beepers, pagers, or other kinds of electronic devices.
  - No money (purses and wallets will not be needed, please leave them in your locked vehicle).
  - Keep jewelry to a bare minimum (it takes getting through the metal detector more difficult).
  - Nothing in your coat pockets (Staff will examine coat pockets).
  - If you have any question about an item it is better not to take it with you.
3. Dress appropriate for the occasion.
  - No shorts.
  - No open toe shoes or sandals.
  - No revealing or see through clothing.
  - No large logo or advertising on clothing.
4. Keep noise level down in check in area. The area is very small and your cooperation is essential. The staff is charged with security of guests, staff and residents. Their job is specific and nothing and no person will be permitted in who has the potential of creating a disruption to the operation of CJCF. Staff must be heard and they must be able to hear responses to their questions and directions. Follow all staff directions without question.
5. If you have medical implants, pacemakers or similar devices, inform staff prior to entering the metal detector. No medication is permitted in the institution.
6. Use restrooms prior to checking in into the facility. They are located to the right of the entrance.
7. When you enter the closing room please follow the directions of team members and/or staff. They will have a specific seating area for you. Join in singing when the musicians start to play. This will set the mood of praise and worship. After dismissal, quietly remain seated and listen for directions for your dismissal. Exit promptly. Team members can visit with you in the parking lot after all have exited.
8. No physical contact is allowed between closing attendees and residents.
9. Please remember that any instructions given by staff must be followed at once, without question.
10. A completed **Closing Application**, signed by a Kairos Torch volunteer must be returned to get on the approved closing list.
11. Your Kairos Torch team contact will tell you what time you need to be at CJCF to get checked in. Kairos Torch has built a good relationship with CJCF, and it will take all of us to continue to maintain and build this relationship. Please remember that we are guests of CJCF and that everyone attending the closing is a representative of Kairos Torch, but more importantly a representative of Christ.
12. **No one who is on a visitor list at CJCF will be allowed to attend a Kairos Torch closing.**
13. Please keep page one of the application as a reminder. Please take this page with you to the closing and review it before entering the facility.

**No one who is on a visitor list at CJCF will be allowed to attend Kairos Torch closings.**

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Approved:

**Please return completely filled out.**

**Kairos Torch Closing I am requesting to attend: Sunday, \_\_\_\_\_ (Insert Date)**

**Name:**

First: \_\_\_\_\_

Middle: \_\_\_\_\_

Last: \_\_\_\_\_

**Address:**

Number & Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_ State: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Evening Telephone Number: \_\_\_\_\_

E-mail, if applicable: \_\_\_\_\_

**No one who is on a visitor list at CJCF will be allowed to attend Kairos Torch closings.**

**Are you on the visitor list of any resident at Circleville Juvenile Correctional Facility? \_\_\_\_\_**

**Signature: \_\_\_\_\_**

*By signing this you are giving permission for CJCF to do a background check. You also are agreeing to abide by the guidelines on page one of this application.*

**Return completed form to a CJCF Kairos Torch team member.**

**Signature of Kairos Torch Volunteer: \_\_\_\_\_**

**If you don't know a team member, return form to:**

*Joe McNemar, 4701 St. Rt. 674 South, Circleville, Ohio 43113*