



## KEY REQUEST FORM

I, \_\_\_\_\_, \_\_\_\_\_  
(Print Name) (Print Title)

\_\_\_\_\_  
(Address) (Telephone)

request a key for the following Buildings:

Heritage Building     Fellowship Building     Christian Education Building

This key will be used by \_\_\_\_\_  
(Group or Committee)

for the following reason: \_\_\_\_\_.

I will need the key for the following time period: \_\_\_\_\_ to \_\_\_\_\_.  
(Date) (Date)

I, the undersigned, agree to use the key issued to me according to the following guidelines and understand that failing to abide by these guidelines could result in the loss of key privileges:

1. I will use the key(s) only for church business.
2. I will not loan the key(s) to another individual for any reason without prior notice to the church office or Chair of the Board of Trustee's.
3. I will return my key(s) when I no longer have a need to use them for the operating of church business.
4. Upon leaving the church facilities, I will make sure that all doors are locked and secured.
5. In the event the key(s) is lost, I agree to pay a \$25 replacement fee and will incur all rekeying costs that are directly related to the loss.

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

Issued by: \_\_\_\_\_  
(Staff Signature) (Date)

Trustee Approval: \_\_\_\_\_  
(Signature) (Date)

Keys Assigned: CEB \_\_\_\_\_ Bldg. #1&2 \_\_\_\_\_

Other \_\_\_\_\_

Keys Returned (list all key #'s and dates): \_\_\_\_\_  
(Keys) (Date)