

Key Request Form

Please complete this form fully before submitting.

Person requesting key: _____

Name of Group/Committee: _____

Address : _____

Phone # (home) : _____ cell : _____ work : _____

Email address: _____

Church related : Yes / No

Non-Church related : Yes / No

Description of activities :

The above person applies for a key to use the facilities. Once approved, the Requester assumes responsibilities for adherence to the Building Use Guidelines including **care of the facilities, proper clean-up after use, turning off all lights and ensuring the facility has been locked.**

NOTE: The church assumes no liability for damages or injuries incurred by approved groups using the facilities or grounds. Any Church properties damaged, whether willfully or accidental, are the responsibilities of the person(s) involved as far as repair or replacement of damage.

BY SIGNING THIS DOCUMENT, YOU AGREE NOT TO HAVE THIS KEY(S) DUPLICATED OR LOANED OUT TO OTHER PERSONS.

Signed : _____

Date: _____

If the key is lost please notify the church IMMEDIATELY.

Church Office Use	
Date Key(s) issued : _____	Number of Key(s) issued : _____
Key #(s) issued : _____	Staff Initials : _____
Date Key(s) returned : _____	Staff Initials : _____