



St. Andrew's United Methodist Church

1901 Archdale Drive • Charlotte, North Carolina 28210

(704)553-1327 Fax: (704)553-1329

www.standrewsumc.com

Key Fob Request Form

Requestor Name _____

Telephone – Work: _____ Cell: _____

Need/Necessity for Key Fob: _____

Key Fob Issue Agreement: In return for the use of this Key Fob, I agree:

- 1) To pay a ten dollar refundable deposit for said Key Fob;
- 2) Not to give or loan the key fob to others;
- 3) To use the Key Fob for authorized purposes only;
- 4) To safeguard and store the key fob securely;
- 5) To immediately report any lost or stolen Key Fob
- 6) Produce or surrender the Key Fob upon official request or end of leadership position.
- 7) To be trained for lock up procedures.
- 8) That if the Key Fob is lost, stolen or not surrendered when requested, I forfeit the \$10 deposit that reflects the cost of the Key Fob.

Security Code Requested: (4 numbers) _____.

This is your code to alarm and disarm the building.

Signature _____ Date _____

OFFICE USE ONLY

Issue Type

- ___ Approved ___ Denied – Reason: _____
- ___ Key Fob Issued: (number) _____
- ___ User # _____
- ___ Rental - All church
- ___ Administrative - All church plus church office area
- ___ Temporary Due Date: _____
- ___ Reissue Reason: _____
- ___ Date Key Fob returned to church: _____
- ___ Date Deposit returned to Key Fob holder: _____
- ___ Initials of person receiving deposit refund: _____

Trustee's Signature _____ Date _____