



# St. Andrew's United Methodist Church

1901 Archdale Drive • Charlotte, North Carolina 28210

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

www.standrewsumc.com

## Key Request Form

Requestor Name \_\_\_\_\_

Telephone – Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Key Type:

\_\_\_ Master (church office and classrooms) \_\_\_\_\_ Media/Choir/Sound Room

\_\_\_ Master 2 (classrooms and storage rooms) \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_ Exterior Door – Kitchen (Archdale & Emerywood) \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_ Exterior Door – All Exterior Doors – Key C \_\_\_\_\_ Other: \_\_\_\_\_

Need/Necessity for Key: \_\_\_\_\_

Key Issue Agreement: In return for the use of this/these Key(s), I agree:

- 1) Not to give or loan the key(s) to others;
- 2) To use the key(s) for authorized purposes only;
- 3) To safeguard and store the key(s) securely;
- 4) To immediately report any lost or stolen key
- 5) Produce or surrender the key upon official request or end of leadership position.
- 6) To be trained for lock up procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Issue Type

\_\_\_ Key(s) Issued: \_\_\_\_\_

\_\_\_ Temporary Due Date: \_\_\_\_\_

\_\_\_ Reissue Reason: \_\_\_\_\_

\_\_\_ Date Key(s) returned to church: \_\_\_\_\_

Trustee's Signature \_\_\_\_\_ Date \_\_\_\_\_