

Key ID: \_\_\_\_\_  
(Filled in by Office Manager)

Database Control Number: \_\_\_\_\_  
(Filled in by Office Manager)

### North Christian Church Key Request Form

I hereby request a key to the North Christian Church building. By accepting the key, I agree to abide by the terms of the North Christian Church Key Policy, a copy of which is attached to this form.

Today's Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

State: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Representing:

either  North Christian Church Activity

Describe church activity for which you will be using this key (including dates and times):

or  Non North Christian Church Activity

Describe the non church activity for which you will be using this key (including dates and times):

Time period for key usage (see North Christian Church Key Policy for Definitions)

Short Term Loan Period

Extended Term Loan Period

Date key will be returned: \_\_\_\_\_

I will require access to the following areas inside the church (check all that apply):

Church Office

Child Care Suite

Christian Education Room

Sacristy

Choir Room Closets

Bell Choir Room

Youth Room

Facility Level

Senior Minister Office

Music Director Office

Office Equipment Room

Trustee Storage Closet

Boy Scout Closet

Kitchen

Kitchen Closets

CWF Storage Closet

Conference Room Closet

Custodian Closets

Baptistry Entry

Storage Closets

By signing, I acknowledge I have read, understand and will abide by the Key Policy of North Christian Church.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The key you are issued remains the property of North Christian Church