

Key(s) #: _____, _____, _____, _____

Last Name: _____

Westminster Presbyterian Church Key Sign-Out Agreement

We welcome members and visitors to have access to the building but request all Key-holders to remember that this building belongs to God and should be used responsibly.

Your signature is required when you are issued a key to the Westminster building. By signing this form, you agree to the following terms and conditions:

- Key-holders agree to follow all rules and requirements as listed in the Building Use Policy. **Anyone issued keys will be held financially liable for the cost of replacing keys and/or the re-keying of ALL LOCKS affected by missing key(s).** WPC's sign out agreement must be signed before a key will be issued.
- Key-holders are responsible for ensuring that the key is returned to Westminster Presbyterian Church **within 2 business days** when their need for the key is finished.
- Copying the key assigned to the Key-holder is strictly prohibited.
- If you unlock the door, re-lock it. Key-holders will assume responsibility of securing the rooms AND church building after use; if you are the last to leave the building, please check and secure all outside doors.
- Reserve meeting space at the church in advance. *All room usage must be scheduled through the church office.* Being assigned a key does not mean that you may use rooms without reserving space on the church calendar.
- Finally, all Key-holders promise to be flexible. Westminster Church is a busy place. Every effort will be made to accommodate the needs of each group, but it is only possible if groups interact with patience, flexibility, and positive energy.

I have read and agree to the terms above.

Signed: _____

Date: _____

Print name: _____

Phone: _____

Group/Organization/Function: _____

(Non-Members) Secondary Contact:

Name: _____

Phone: _____

(office use only)

Staff issuing key: _____

<u>Key(s) #</u>	<u>Anticipated return date</u>	<u>Date returned</u>	<u>Checked in?</u>	<u>Received by</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____