

Soapstone United Methodist Church Church Key Request/Agreement

I agree that all keys issued to me are for my use in support of Soapstone UMC programs and ministries, and that I will not make copies of them or allow others to make copies. **I will not loan my keys for others to use.** I will report lost keys to the Soapstone UMC Church Office. I acknowledge that I have read and am familiar with the Soapstone UMC Security and Key Policy.

Requestor's Name and Contact Information
Name:
Phone:
Address:
Email:
Ministry/Work Area for which keys are needed:
Days/Times access is needed:

I request the following keys:

(check all that apply)	For Office Use Only
<input type="checkbox"/> Exterior Magnetic Keyfob	Keyfob # issued:
<input type="checkbox"/> Master Key	Key # issued:
<input type="checkbox"/> Individualized Office Key	Key # issued:
<input type="checkbox"/> Lockbox Key	

Requestor's Signature

Staff/Trustee Signature

Print Name

Print Staff/Trustee Name

DATE

DATE

*The term "key" includes electronic combination lock codes and magnetic entry keyfobs. Keyfobs are subject to a \$10 replacement fee if lost. Keyfobs are to be treated the same as keys.