



## Rental Key Agreement

This guide and agreement exists simply to provide a measure of security for all our members, partners, staff and friends who use our facilities.

### Access, Restrictions and Return of Keys

- The Office Manager and Pastors are able to provide keys to the building.
- All keys will be provided as part of a contract to rent the space. This contract must be completed and approved by the office before the keys are shared.
- Loss of the key is a \$200 replacement fee per key.
- X is the New Master
- M is the Old Master
- C is Lower Level Entrance and 112
- C 2 is Office/Suite/Community Entrances, Kitchen and 203
- B is the Boiler Room
- Z is Office/Suite/Community Entrances, Kitchen, 203 and 207
- Y is Office/Suite/Community Entrances, Kitchen, 203 and 107
- Keys need to be returned within one week of the event end.

### Key Assignment

Organization:

Name:

Signature:

Date:

KEY TYPE	X	M	C	C2	B	Z	Y
KEY QTY							

### Office Approval

Approved by:

Date: