

Christ United Methodist Church Key Sign-out Form

Key Receipt

YOUR NAME (print clearly): _____ DATE: _____

Please choose one of the following:

_____ I am a Christ United Methodist Church member and am receiving a key for the following purpose:

_____ I am not a Christ United Methodist Church member and am receiving a key for the following purpose:

Please initial each of the following to indicate you understand and will comply with the conditions set forth by Christ United Methodist Church Trustees for holding a key.

I acknowledge receipt of a key to Christ UMC and agree that:

_____ I will not lend this key to anyone else.

_____ I will not duplicate this key.

_____ I will not tag or otherwise identify this key as providing access to Christ UMC.

_____ I will be entirely responsible for the security of this key. I will return this key when I no longer have the responsibility for the above named purpose or when the Property Trustees request its return.

_____ I have read and will abide by the CUMC Key Policy

Signature _____ Telephone: _____

Address _____

Email _____

For Office to Complete:

Church Official Issuing Key _____ Signature _____

Type of Key Issued (CIRCLE ONE): CHURCH ACCESS KEY MASTER KEY TEMPORARY KEY

Temporary Key # _____

Expected Date of Key Return: _____

Key Return

I have returned a _____ key (enter type issued) to the Church Office at CUMC

Key Holders Signature: _____

Date: _____

Church Office Signature: _____

