

**Second Missionary Baptist Church**  
818 N Apperson Way, Kokomo, IN 46901  
**Security Access Code/Key Request Form**

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

Email Address: \_\_\_\_\_

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

Request for:       Security Access Code (*no code given to temporary requests*)       Key

Briefly state your need for a security access code and/or key: (Ask yourself: Can this task be done without having a key?, How often is the key needed?)

Is this a temporary request or permanent?

Which Building? and Specify rooms    \_\_\_\_\_ Worship Center    \_\_\_\_\_ Activity Center

Rooms:

Please note that your request for a security access code and key DOES NOT guarantee your approval of room space. All internal requests for room usage must be submitted through the Ministry Meeting/Activity Reservation Form.

I, \_\_\_\_\_, have read and understand all requirements of the Security Access Code & Key Use Policy of Second Missionary Baptist Church. I understand that if I violate the Security Access Code & Key use Policy. I may be subject to the loss of facility privileges, termination of the subject activities or event and/or immediate termination of the security access code.

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

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**For Office Use Only:**

Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No    If no, explain \_\_\_\_\_

Security Code: \_\_\_\_\_    Zone(s): \_\_\_\_\_

Key must be returned by: \_\_\_\_\_

Receipt of Instructions for using Security Access Code and/or Key usage. \_\_\_\_\_