

KEY DISTRIBUTION POLICY AND AGREEMENT

KEY #: _____ Master: _____ Classroom: _____

Date Issued: _____

Date Returned: _____

Date Deposit Received (if applicable): _____

Date Deposit Refunded (if applicable): _____

Person Responsible: _____

Address: _____

Home Phone: _____ Alternate Phone: _____

Church Member Committee Position (if applicable): _____

Community Organization Position (if applicable): _____

By signing this document, I agree to adhere to the following rules set forth by the Trustees and Administrative Council of St. Matthias United Methodist Church. I agree:

1. As a key holder, I am responsible at all times for ensuring the building is secure when I depart the building.
2. (For Community Organizations) To pay a \$50.00 deposit at the time I sign for the key(s). I understand the money will be refunded to me when I return the key(s).
3. As a church member serving as a committee chair or in a position requiring access to the building, to return the key(s) to the Administrative Office when my commitment to the committee has ended or I am no longer in a position requiring a key.
3. As a member of a Community Organization serving as a leader, to return the key to the Administrative Office to be re-issued to my successor when my commitment to the organization has ended. I will not automatically pass the key(s) on to my successor.
4. If I loan my key(s) to anyone, it is my responsibility to assure it is returned to me.
5. To notify the Administrative Office immediately if the key(s) is lost, damaged, or stolen. If the key(s) is lost/damaged/stolen, I understand I am responsible for paying the cost of a replacement at the current charge set by the lock service. (THE DEPOSIT DOES NOT COVER THE COST OF REPLACEMENT.)
6. To surrender my key(s) to the Administrative Office upon request or when it is no longer needed.
7. THIS KEY MAY DUPLICATED BY AN AUTHORIZED REPRESENTATIVE OF THE CHURCH ONLY. ANY ATTEMPT TO DUPLICATE MY KEY(S) WITH THE LOCK SERVICE REQUIRES PROOF OF AUTHORITY/IDENTIFICATION. IF I AM NOT AUTHORIZED TO HAVE THE KEY DUPLICATED, THE LOCK SERVICE HAS BEEN INSTRUCTED TO TAKE POSSESSION OF THE KEY AND NOTIFY THE CHURCH.

SIGNATURE: _____

DATE: _____