

KEY REQUEST FORM

SHEPHERD OF THE HILL PRESBYTERIAN CHURCH

8401 112th St. E. – PO Box 73426 – Puyallup, WA 98373
253-848-4357 office@sothpres.com

Today's Date: ____ / ____ / ____

Person Requesting Key

Name: _____

Address: _____

Phone # : _____

Email: _____

Reason for Key Request

Group/Program/Activity: _____

Position/title of person making request: _____

Typical day/dates of use: _____

Expected return of key/term expiration: ____ / ____ / ____ or ____ Unknown

- I understand that keys are issued to me for my use only. I will not have copies or duplicates of these keys made, nor will I allow others to do so.
- I will be given an exclusive alarm code, and am not to share my key or code with others. I agree to be trained on the church alarm system, as well as be trained on building use guidelines.
- I agree that I may be liable for payment of county false alarm fees if myself or others in my group are found responsible.
- For building users outside of church leaders and members, I agree to abide by the facility use agreement that was accepted by myself or a representative of my group, and be responsible for those I have let enter the building.
- I agree to only use my key for entry on approved dates as requested.
- When my term/position expires, I will return my key to the office manager.
- If my key is lost or stolen, I will report it immediately to the office manager.
- I agree to return my key to the church office upon request. If I fail to do so, I or my group may be assessed a fee for re-keying the building if deemed necessary.

I have read and understand the above and agree to abide by these rules.

(Signature of Applicant)

(Date)

(Signature of P&G Chair or Office Manager)

(Date)

Key Information

Date of Issue: ____ / ____ / ____ Exterior Door Key # ____ Office Wing Door Key # ____

Alarm code: _____

Access to area 1 (main building): yes / no Access to area 2 (garage): yes / no