



St. Paul Lutheran Church

KEY ISSUANCE

As faithful stewards of God’s resources, we affirm that properly securing the building at St. Paul Lutheran Church is a shared obligation of the congregation and any groups/organizations who use the facilities on a temporary or regular basis. Accordingly, the church has limited the number of external door keys available to church employees, lay leaders or other building users in each building. If a key is lost or stolen, the security of the church members and church property is significantly compromised until the door is re-keyed and new keys issued to the affected people. Consequently, the church expects that employees, lay leaders or other building users that are issued an external door key carefully monitor their key(s) to ensure that no unauthorized persons have access to the key.

I understand and agree that:

- The key(s) issued to key holder of record may not be transferred or loaned to another person, regardless if they are staff or a church member.
- If key holder of record loses his/her key(s), the key holder of record is responsible for notifying the church office immediately.
- Any key holder of record who unlocks a door is responsible for re-locking the door when finished.
- The key holder of record is responsible to ensure that no one else has possession of his/her key. Specifically, the key(s) should not be loaned to others.
- Duplication of key(s) is strictly prohibited and in violation of this policy.
- Keys are the property of the church and must be returned when the holder of record leaves their position or upon demand from the church.

Signature

Date

KEY INFORMATION

Name: _____

Group Affiliation: _____ Position: _____

Phone: _____ Email: _____

Alt Phone: _____ Alt Email: _____

Key #	Key Type	Date Issued	Date Returned
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Recorded by: _____

Date: _____