St. Matthew's United Methodist Church
Key Holder Agreement

Today's Date: _____

Organization Name: _____

Designated Key Holder's Name: _____

Key Holder's Phone: _____

Address: _____

Keys, Doors & Access:

1. The Organization is responsible for admitting their members and event participants to the facility. All participants are to remain in the designated location of the Organization's activity within the church facility.
2. Doors should be locked after all participants have arrived.
3. The Designated Key Holder is responsible for ensuring:
    a. Event space is cleaned and returned to pre-event set up
    b. Lights are off
    c. All windows and door(s) are locked before leaving. Double check doors after closing making sure to pull door closed to latch completely.
4. The Designated Key Holder assumes responsibility for the safekeeping of the key(s) and agrees that key(s) will remain under their control. Keys are not to be loaned, duplicated, or kept beyond the time that they are needed.
5. The Designated Key Holder agrees to pay a $50 key charge which is refundable once the key is returned.
6. Please notify the Church Office Manager is key(s) is lost or stolen
7. Key(s) are to be returned to the Church Office upon completion of the event.
8. The Designated Key Holder will only be allowed to gain access to the facility during the time allotted as specified on the pre-approved Facility Use Application.
9. The Designated Key Holder will follow the general rules as instructed in the Church Building, Grounds & Equipment Use Policy.
10. Failure to comply with terms of this Key Holder Agreement and the Church Building, Grounds & Equipment Use Policy may result in the termination of building use. The St. Matthews Staff reserves the right to request the return of any loaned key at any time.

By signing below you acknowledge the conditions of this Key Holder Agreement.

Signature: _____

Pick Up Date: _____   Date of Use: _____

Approved by: _____   Date: _____

Returned Key Received by: _____   Date: _____

Annex C