

**GOOD SHEPHERD LUTHERAN CHURCH
KEY REQUEST FORM**

TO: _____, Director, Board of Church Properties

I need key(s) to:

1. _____ Key No. _____

2. _____ Key No. _____

Permanent: Yes _____ No _____

Temporary: From _____ to _____

Reason: For _____

I will use the key(s) under the following guidelines:

1. Return key(s) to Church Office when no longer needed, and I will not give the key(s) to anyone else.
2. I will not or allow anyone else to make any duplicates of the key(s). (All needed keys will be supplied and a record kept by the Board of Church Properties through the Church Office.)
3. I will be responsible for securing the building(s) upon leaving.
4. I will notify the Director of the Board of Church Properties if a key is lost.

Key Requested by: _____ Date: _____

Approved by: _____
Pastor/DCE/Board of Church Properties

Issued by: _____ (Church Office)

Received by: _____ Date: _____

Telephone Number: _____

Returned to: _____ Date: _____
(Church Office)