



St. Andrew's United Methodist Church

1901 Archdale Drive • Charlotte, North Carolina 28210

(704)553-1327 Fax: (704)553-1329

www.standrewsumc.com

Key Request Form

Requestor Name _____

Telephone – Work: _____ Cell: _____

Email Address: _____

Key Type:

___ Master (church office and classrooms) ___ Media/Choir/Sound Room

___ Master 2 (classrooms and storage rooms) ___ Other: _____

___ Exterior Door – Kitchen (Archdale) ___ Other: _____

___ Exterior Door - Kitchen (Emerywood) ___ Other: _____

Need/Necessity for Key: _____

Key Issue Agreement: In return for the use of this/these Key(s), I agree:

- 1) Not to give or loan the key(s) to others;
- 2) To use the key(s) for authorized purposes only;
- 3) To safeguard and store the key(s) securely;
- 4) To immediately report any lost or stolen key
- 5) Produce or surrender the key upon official request or end of leadership position.
- 6) To be trained for lock up procedures.

Signature _____ Date _____

OFFICE USE ONLY

Issue Type

___ Key(s) Issued: _____

___ Temporary Due Date: _____

___ Reissue Reason: _____

___ Date Key(s) returned to church: _____

Trustee's Signature _____ Date _____