

Auburn Seventh-day Adventist Church
Key Use Agreement

I, _____, acknowledge the receipt of the following
Auburn Seventh-day Adventist Church keys:

1. I agree that I have been provided instruction on the use of the key(s).
2. I agree to maintain possession of the key(s) and keep them in a safe place.
3. I will not loan the key(s) to any person without the express permission of the church office staff.
4. I will not duplicate, attempt to duplicate, or allow others to duplicate the key(s).
5. I will report any loss of the key(s) immediately.
6. If I have been provided an outside key, I agree that I have been provided the security system keypad code and procedures for opening and closing of the church. I will not disclose or share the code with any person without the express permission of the church office staff.
7. I understand that when leaving the church property, if no one else is present, I will be responsible to insure that the facility is secure and that lights are turned off.
8. If I transfer membership to another church or no longer need access to the church on a regular basis I will return the keys to the office.

Print Name

Date

Signature

Church Representative

Acknowledgement of return of keys:

Church Representative

Date