

Key Assignment Form
RIVERSIDE PRESBYTERIAN CHURCH

Name, address, phones, and email address _____

Reason for request _____

Please read and sign the statement below:

I am an adult 21 years of age or older. I understand that this key has been provided only for the use stated on this application. I have read and agree to comply with the Building Use Policy of Riverside Presbyterian Church. I understand that if I unlock the building, it is my responsibility to ensure that the building is locked up after the designated use. I will not duplicate this key, and will report lost keys to the church office immediately. Key privileges may be revoked at any time.

Signed _____

Date _____

Key Deposit of \$25 each: Exterior Key

Gym Key

Interior Key

Key number(s) of assigned key(s) _____

Date key(s) were assigned _____

FOR OFFICE USE ONLY

LONG TERM ASSIGNMENT

Check Number: _____

Amount: _____

Date Received: _____

Original Check Given to Cindy

Copy of Check Attached: Yes / No

TEMPORARY ASSIGNMENT

Attach Check to Rental Agreement

Amount: _____

Keys returned on: _____ (date)

Check was:

Returned Voided