

# Key Issuance Form

## Burgin Baptist Church

Name of Organization/Group: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Ph. # \_\_\_\_\_ Email \_\_\_\_\_

Reason for key: \_\_\_\_\_

Key	Key Number	Issue Date	Return Date	Issued By

I understand and agree to the following:

- No copies of this key may be made.
- If it is necessary to transfer the key to another person, another key issuance form must be filled out.
- The key is to be used for the above stated use only.
- Acceptance of the key deems you responsible for making sure the Building Use Policy is followed while you or your organization are using the building.
- Key must be surrendered upon request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_