

Kirk of Kildaire

Key, PassCard and FOB Application

Name _____ Date _____

Email _____

Home Phone _____ Cell Phone _____

Name of Group/Ministry/Committee _____

Please provide a description of your need for an entry device _____

Dates/Times Needed for Access: (check all that are appropriate)

Fellowship Hall _____ (Elevator Lobby Entrance)

Days: S M T W Th F S (circle days) Times: _____ Unlock or Just Open (circle one)

Church Office _____ (Main Office Entrance)

Days: S M T W Th F S (circle days) Times: _____ Unlock or Just Open (circle one)

Classroom Building _____ (Lobby Entrance)

Days: S M T W Th F S (circle days) Times: _____ Unlock or Just Open (circle one)

Unlimited Access _____ (Open Only - no set days/times)

Other _____

By signing below, I acknowledge compliance with the Kirk's Building Use Policy. This entry device has access to nearly all the facilities of the Kirk. As such, I will treat the building with the respect and reverence it deserves. This key is not to be given to anyone, and will be returned immediately if no longer needed. If a replacement key is needed, I understand that I will pay a \$10 replacement fee.

Signature _____

To be completed by church office:

Authorized By: _____

Key; Key Card; FOB #: _____

Device Expiration Date: _____