

# Kirk of Kildaire

## Key Card Application

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Group/Ministry/Committee \_\_\_\_\_

Please provide a description of your need for a key card: \_\_\_\_\_

\_\_\_\_\_

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

**Fellowship Hall** \_\_\_\_\_

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

**Office 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 key 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 will not 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 \$25 replacement fee.

Signature \_\_\_\_\_

To be completed by church office:

Authorized By: \_\_\_\_\_

Key Card #: \_\_\_\_\_