



ORANGE UNITED
METHODIST CHURCH

Key Request

One form per key requested.

Name: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone #: _____ Email: _____

Building access needed: Educational Building Sanctuary Heritage Hut Homestead Hut

Reason for request: _____

Standard: (Daily or weekly access) Temporary: (Monthly/occasional access) Date of Return: ____/____/____

Key Issuance Agreement

The purpose for this agreement is to safeguard the life, property and security of the Orange UMC campus and all occupants. In return for the loan of this key, I agree to the following: 1) not to give or loan this key to others; 2) not to make any attempts to copy, alter, duplicate or reproduce this key; 3) to use the key for authorized purposes only; 4) immediately report any lost or stolen keys to the Orange UMC Office; 5) to immediately produce or surrender the key upon request.

In addition, ALL individuals working with children and youth MUST complete and maintain the Safe Sanctuaries application process prior to requesting new keys. Outside groups (Scouts, Young Life, etc.) must return keys at the end of the school year and complete Safe Sanctuaries application process before new keys will be issued.

Signature: _____ Date: _____

OrangeUMC Office Use Only

<p>Date Issued: _____</p> <p><input type="checkbox"/> AXS or Key <input type="checkbox"/> # _____</p> <p>Issued by: _____</p>	<p>Date Returned: _____</p> <p>Deposit Returned: Check # _____</p> <p>Received by: _____</p>
<p>Expected Return Date: _____</p>	<p>Lost: ___ Broken: ___ Stolen: ___ Other: _____</p>