

St Marks Lutheran Church Dalby
Key Code Application

Name: _____

Address: _____

Email: _____

Mobile: _____

I need key access to church property because:

Declaration

I agree:

- the authority to provide me with a key code remains entirely with the Administration Committee
- the only positions entitled to keep a real key are Pastor, Office Secretary & Chairman. I will report stray keys to the office secretary
- to keep the key code confidential and not reveal it to any other person - including other members of the church. Should a person request the code I will politely decline and suggest they apply for their own code.
- to return the key to the safe IMMEDIATELY after unlocking the required doors.
- to ensure all church property is secure when leaving the premises.

Signed: _____

Date: _____

Please return the completed form to the office secretary. You will be notified via email. If you do not have email, please allow 2 weeks and then contact the office secretary for confirmation

Admin Approval: Approved Declined Signed: _____ Date: _____