

KEY/KEY CARD ISSUE RECEIPT

I hereby acknowledge the receipt of a key/key card to OUUC facilities and agree to the following conditions:

- I will safeguard this key/key card and keep it in my personal possession. If it is lost, I will immediately report the fact to the Church Administrator;
- I will pay a ten (10) dollar fee to the church to replace a lost key/key card;
- I will not have any duplicates made;
- I will not label the key/key card to indicate that it belongs to OUUC;
- I will personally assure that all doors and windows are closed and locked as soon as the building use is completed whenever I use this key/key card to open the church building;
- I will not leave the building unlocked and unattended at any time;
- I will not lend the key/key card to another person without informing the Church Administrator; and
- I will immediately return the key/key card to the Church Administrator when I no longer needed.

Name (please print) _____ Date _____

Signature _____

For Office Use	
Key/Key Card Number _____	Key/Key Card Level _____
Date Issued _____	Date Returned _____
Fee Charged _____	Date _____

