

# Praise Christian Fellowship

## Key Request Form

*In order to process request promptly, please fill out this form completely. If this request is being made for a PCF ministry, then the Ministry Leader should approve below. Completed and approved forms should be returned to the Office Administrator. Notification that key is ready for pickup will be sent by email.*

Requestor's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of event or purpose that key(s) is being requested: \_\_\_\_\_

\_\_\_\_\_

Check One: I have an ongoing need for key(s): \_\_\_\_\_ I need key(s) for an event: \_\_\_\_\_

If you checked "for an event" above, enter the date(s) of event: \_\_\_\_\_

Date key(s) to be returned: \_\_\_\_\_

By signing below I understand and accept that I am responsible for the safekeeping of all keys issued to me; I agree not to exchange or loan keys to anyone; I agree to return all keys when they are no longer necessary or by the date noted above; I agree not to make duplicate copies of any keys; I agree to notify the PCF office administrator immediately upon discovery that any of the keys are lost or stolen. In the event that any key issued to me is unreturned, I agree to pay a replacement key fee of up to \$10 per key, if imposed by PCF.

**I understand and agree that I may be held accountable for rekeying costs if I lose or misplace any keys.**

Signature of Borrower: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>
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Ministry Leader Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Keys Issued: Entry \_\_\_\_\_ L1 \_\_\_\_\_ L2 \_\_\_\_\_ L3 \_\_\_\_\_ Shed \_\_\_\_\_ Other \_\_\_\_\_