Key Receipt Form

Name: _____ ___ Member ___ Non-member

I am receiving a key for the following purpose(s):

I acknowledge receipt of key #_____ and agree that:

- I will not lend the key to anyone else
- I will not duplicate the key for any reason
- I will not tag or otherwise identify the key as providing access to First Congregational Church
- I will be entirely responsible for the security of the key and I will return it when I no longer have the responsibility for the above named purpose or when it is requested by the Board of Finance and Property or its representative.

In receiving this key, I acknowledge that I am an agent of First Congregational Church and agree to abide by all policies and procedures regarding the use of all church buildings and properties.

I understand that as a key holder I am required to report child abuse and neglect. If I have reasonable cause to believe, or have been told, that abuse and/or neglect of a child or youth has occurred in any of the church's buildings and/or properties, I am required to file an Incident Report form with the Minister and Board of Worship and Education. Failure to do so may result in my loss of privilege to be a key holder.

I understand that, as a key holder, I am responsible for the Policies and Procedures of First Congregational Church while any properties and/or facilities of the church are unlocked by the key that I hold. I will not be alone in any rooms of the First Congregational Church's buildings and/or properties with a child or youth other than my own at anytime.

I will check when I am leaving the building and if I am the last person present I will be sure that all the exterior doors are locked.

I know where the Policies and Procedures for a Safe Church are kept and I will familiarize myself with those documents. I also understand that I may contact the Board of Worship and Educaton for any clarifications I need.

I understand that failure to comply with any of the provisions set forth in this document may result in my loss of privilege to be a key holder.

_____ _____

Signature *Finance & Property Board Member*

Deposit received _____ *(for non-church members)*