

ST. DAVID CATHOLIC CHURCH

Key Code Request/Receipt

Date: _____

Name: _____

Address: _____

Home Phone: _____

State/Zip: _____

Cell Phone: _____

E-mail: _____

I hereby request the key code to St. David Church located at 2334 Tenbrook Road, Arnold, MO 63010, for:

Describe activity/purpose for key including dates and times.

I will need access to the following areas inside the building:

Sacristy

Kitchen

Ice Closet/Concession

Central Supply Closet

Gym Foyer Closet

Office 101

Meeting Room 108

Office 102

Other: _____

Other: _____

By accepting the key code and any subsequent key code, I agree 1) not to give or share the code with others; 2) to use the code for authorized purposes only; 3) to safeguard and store the code securely; and 4) to immediately report any lost or stolen key code.

<i>I received key number:</i>	<i>On date:</i>	<i>Office Use: Date Returned:</i>	<i>Received by:</i>

By signing, I acknowledge I have read, understand and will abide by the terms above.

Signed

Date