

## **STATEMENT OF AGREEMENT WITH KEY POLICY**

I have read and understand the following portion of the Facility, Equipment, and Vehicle Use Policy (effective date January 1, 2004) as it applies to key use for First Baptist Church.

### Keys

- Keys may be checked out for the facility areas needed up to 72 hours in advance of the date needed. Individuals are responsible for the keys they check out. Lost keys may result in the replacement of all affected lock cylinders and keys at the cost of the individual who lost the key.
- Keys must be returned within 72 hours of the date used. Those using keys for an extended period of time (e.g. weekly use for special activities) may keep a key until the scheduled end of the activity.
- If a key is lost, the person who signed out the key may be held responsible for the replacement of locks and all duplicate keys needed.
- **NO KEYS MAY BE COPIED FOR ANY PURPOSE OTHER THAN BY AUTHORIZED PERSONNEL.** Those authorized to copy keys are: Senior Pastor, Administrator, Church Secretary, Chair of the Building and Grounds Committee.

I agree to abide by the above rules.

\_\_\_\_\_  
Person Receiving Key

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Member Issuing Key

\_\_\_\_\_  
Date