**ST. POLYCARP CHURCH**

**Key Sign-Out Sheet for Short-Term Use**

NAME OF INDIVIDUAL REQUESTING KEY(S):

PHONE #: EMAIL:

MINISTRY:

EXPECTED TIME OF USE:

REASON/NEED:

KEY(S) REQUESTED:

**To be completed when key(s) are received:**

For the protection of all those who use St. Polycarp facilities, I have read the policies on St. Polycarp policy sheet. I agree to follow them completely.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICE USE ONLY**

APPROVAL (when applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pastor/Business Manager

Key(s) distributed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials of person issuing: \_\_\_\_\_\_\_\_\_\_\_\_\_

Issued By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entered on key sheet:\_\_\_\_\_\_\_\_\_\_

Date of Return: \_\_\_\_\_\_\_\_\_\_\_\_\_ Initials of person receiving keys: \_\_\_\_\_\_\_

Rev Dec 16, 2016