



ST. POLYCARP CHURCH Key Sign-Out Sheet for Short-Term Use

NAME OF INDIVIDUAL REQUESTING KEY(S): _____

PHONE #: _____ EMAIL: _____

MINISTRY: _____

EXPECTED DAY(S) 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: _____