

First Presbyterian Church – Marshfield  
Key Request Form

Name (please print) \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
Organization (if applicable) \_\_\_\_\_

Reason for Needing a Key: \_\_\_\_\_

Date Key Needed: \_\_\_\_\_ Key Deposit: \$ \_\_\_\_\_  
Est. Date Key to be Returned: \_\_\_\_\_ Refundable: Yes \_\_\_ No \_\_\_  
Actual Date Key Returned: \_\_\_\_\_ Date Refund Returned: \_\_\_\_\_

The Building & Grounds Committee will review your request. You will be notified of their decision.

*For Office Use: (after Building & Grounds decides what type of key will be issued.)*

Key Type (Name) \_\_\_\_\_ Key # \_\_\_\_\_

Key Type (Name) \_\_\_\_\_ Key # \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Building & Grounds Chair or Delegate

*\*\* When key has been issued, record on Key Log spreadsheet and file this form in the appropriate tab in the key log binder.*

**First Presbyterian Church, Marshfield - Acceptance of Key Declaration**

- \* I will protect the key from loss or theft.
- \* I will not loan key to anyone.
- \* I will close and lock all doors and windows that I have opened.
- \* I will turn off all lights before leaving the area
- \* I will not allow this key to be duplicated.
- \* I have received a copy of this agreement

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Make a copy of this form for the Borrower)*